

**GOLDSBORO CITY COUNCIL
REGULAR MEETING AGENDA
MONDAY, OCTOBER 18, 2021**



(Please turn off, or silence, all cellphones upon entering the Council Chambers)

I. WORK SESSION–5:30 P.M. – COUNCIL CHAMBERS, 214 N. CENTER STREET

- 1. ROLL CALL**
- 2. ADOPTION OF THE AGENDA**
- 3. OLD BUSINESS**
- 4. NEW BUSINESS**

II. CALL TO ORDER – 7:00 P.M. – COUNCIL CHAMBERS, 214 N. CENTER STREET

Invocation (Archbishop Anthony Slater - Tehillah Church Ministries)
Pledge of Allegiance

III. ROLL CALL

IV. APPROVAL OF MINUTES (*Motion/Second)

- A. Minutes of the Work Session and Regular Meeting of October 4, 2021

V. PRESENTATIONS

- B. Resolution Expressing Appreciation to Thomas Howell for Service to the City of Goldsboro for More than 30 Years
- C. Resolution Expressing Appreciation to Michelle Daw for Service to the City of Goldsboro for More than 20 Years
- D. Goldsboro National Family Literacy Day Proclamation

VI. VACANT COUNCIL SEAT FOR DISTRICT 5 DISCUSSION

- E. *The City Council will decide if they have enough information to vote on the appointment by motion, second, and majority vote. If so, the City Council will be provided a ballot listing the name of each candidate, and each council member will vote for ONE (1) candidate only. (Resolution 2021-64 and Exhibit A are attached.)*

VII. PUBLIC HEARINGS (*Motion/Second)

- F. Z-10-21 County of Wayne (O&I-II to I-2) – North side of Wayne Memorial Drive and on the northeast corner of Eighth and Humphrey Streets (Planning)
- G. Z-11-21 County of Wayne (O&I-II to I-2) - East of Fourth Street between Clingman and Humphrey Streets. (Planning)

Planning Commission Excused

VIII. PUBLIC COMMENT PERIOD

IX. CONSENT AGENDA ITEMS (*Motion/Second--Roll Call)

- H. Veterans Day Parade – Temporary Street Closure (Police)
- I. City of Goldsboro/Downtown Goldsboro 2021 Downtown Lights Up! – Temporary Street Closure (Police)
- J. Homebuyer Assistance Program Policy (Community Relations)
- K. Change Order Numbers 2, 4, 5, 6, 7, 21, and 31 for Phase IV Sewer Collection Rehabilitation (Formal Bid #2018-004) (Engineering)
- L. Contiguous Annexation Petition – Tiffany Gardens Phase I Located on the south side of Central Heights Road between N. Oak Forest Drive and Thoroughfare Road (Planning)
- M. Department Monthly Reports

- IX. ITEMS REQUIRING INDIVIDUAL ACTION (*Motion/Second)**
- X. CITY MANAGER'S REPORT**
- XI. MAYOR AND COUNCILMEMBERS' REPORTS AND RECOMMENDATIONS**
- XII. CLOSED SESSION**
- XIII. ADJOURN**

MINUTES OF THE MEETING OF THE GOLDSBORO CITY COUNCIL
OCTOBER 4, 2021

WORK SESSION

The City Council of the City of Goldsboro, North Carolina, met in a Work Session in the Council Chambers, City Hall, 214 North Center Street, at 5:30 p.m. on October 4, 2021.

Call to Order. Mayor Ham called the meeting to order at 5:30 p.m.

Roll Call.

Present: Mayor David Ham, Presiding
Mayor Pro Tem Taj Polack
Councilmember Hiawatha Jones (participated remotely via Zoom)
Councilmember Bill Broadaway
Councilmember Brandi Matthews
Councilmember Gene Aycock
Ron Lawrence, City Attorney
Tim Salmon, City Manager
Laura Getz, City Clerk

Adoption of the Agenda. Upon motion of Councilmember Broadaway, seconded by Mayor Pro Tem Polack and unanimously carried, Council adopted the agenda. A roll call vote was conducted.

New Business.

District 5 Applicants Presentations. The following applicants made a presentation for the District 5 Councilmember position:

1. Charles P. Gaylor, IV
2. Phyllis Merritt-James

Following the presentations by each applicant, council was given the opportunity to ask questions. At the October 18, 2021 City Council meeting, the City Council will decide if they have enough information to vote on the appointment by motion, second, and majority vote.

Goldsboro AIA Regional Grants Presentation. Marty Anderson, City Engineer presented the following information:

City of Goldsboro and Regional Asset Inventory Assessment Grant Projects

NCDEQ Asset Inventory and Assessment (AIA) Grants

- The City of Goldsboro has been asked by the NC Department of Environmental Quality (DEQ), Division of Water Infrastructure (DWI), to oversee the AIA projects associated with the potential regionalization of waste water systems that are treated by the Goldsboro Water Reclamation Facility (WRF)
- The City Engineering Department will lead this effort in close coordination with the DWI, Wayne County and involved town governments (Eureka, Pikeville, and Fremont)

NCDEQ AIA Grants

- Grants are awarded to broaden the use of grant funds to encourage water and wastewater utilities to become more viable and more proactive in the management and financing of their systems
- Grants are limited to \$150,000 each from the Wastewater Reserve or the Drinking Water Reserve, over a period of three years, to the same local government unit or nonprofit water corporation
- No match required for distressed utilities, as Goldsboro has been designated recently, but a grant fee of 1.5% will be invoiced with each grant offer
- Eligible Projects
 - Asset Inventory
 - Condition Assessment of critical assets
 - Other components of critical assets
 - Merger and Regionalization feasibility studies

NCDEQ AIA Grants

- Eligible Project Components
 - GPS location and inventory of utilities
 - GIS data acquisition, assessment and database design
 - Closed circuit TV (CCTV) and Sewer System Evaluation Survey (SSES) of sewer assets
 - Asset inventory & assessment utilizing GIS database
 - Hydraulic modeling (water only)
 - Asset management plan
 - CIP development and financial analysis
 - Merger and regionalization feasibility

Fall 2021 AIA Grant Recipients

- Wayne County
 - \$150,000 (Sewer)
- Goldsboro
 - \$150,000 (Sewer)
 - \$150,000 (Water)
 - \$100,000 (Merger/Regionalization)
- Fremont
 - \$150,000 (Sewer)
 - \$150,000 (Water)
- Pikeville
 - \$150,000 (Sewer)
 - \$150,000 (Water)
- Eureka
 - \$150,000 (Sewer)
- **Total for All = \$1.3M**

What's Next

- Upcoming engineering services contract with CDM Smith for AIA work
 - Required Goldsboro scope of work due October 16, 2021
 - Required Merger/Regionalization scope of work due October 16, 2021
 - Waiting on engineering services proposal; anticipating < \$5k
- Timeline TBD following AIA scope of work completion and DWI approval

Questions?

Council discussed the regionalization presentation with Mr. Anderson.

2022 Citizen's Academy Presentation. Octavius Murphy, Assistant to the City Manager presented the following information:

2022 Citizen's Academy Presentation

Purpose

The City of Goldsboro Citizen's Academy is an interactive and educational program designed to enlighten residents about the City's history and governmental process and to improve and enhance communication with residents. Participants will get a "behind-the-scenes" look at City services and the employees who provide those services every day.

Goals

The program is designed to give participants knowledge of how City government works, how it impacts their daily lives and to create informed and knowledgeable ambassadors for the City who will be able to:

- Utilize the knowledge they gain in their everyday lives and interactions with neighbors and/or business associates and customers.
- Become an informed neighborhood leader with the ability to answer questions about City services and who to call.
- Utilize the knowledge gained to become more involved in the community; to prepare for an appointment to a City board or commission; or, to run for elected office.

Attendance

A person must attend six out of the eight sessions: if the session is not completed he/she may return to make up the missed session during the next Citizen Academy.

Graduation

Upon completion, the individual will receive a certificate and recognition at a Goldsboro City Council meeting.

Application process

To be considered for the 2022 program, each participant must provide a completed application. Application deadline is at 5pm on Friday, October 29, 2021. The steering committee will review all applications and make the final selection of participants for the 2022 Citizen’s Academy. The class will consist of 80% City of Goldsboro residents and 20% Wayne County residents with a class size of 20 participants.

Selection Process

- Districts – require equal representation – max. 3 per district.
- First to apply is considered first.
- Selection committee will review all applications to determine eligibility. The selection committee (7):
 - CoG staff (3)
 - Community (4)

2022 Schedule

➤ January 13	Introduction to City of Goldsboro	Tim Salmon, City Manager
➤ January 20	Planning, Engineering and Inspection	Department Heads
➤ January 27	Community Relations and Downtown Development	Department Heads
➤ February 3	Parks & Recreation, Paramount Theatre & GEC and Travel and Tourism	Department Heads

2022 Schedule continued...

➤ February 10	Human Resources, Finance and IT	Department Heads
➤ February 17	Fire and Police	Department Heads
➤ February 24	Public Works and Public Utilities	Department Heads
➤ March 3	Graduation	

Evaluation

THE CITIZEN’S ACADEMY EVALUATION
(Presenters/History of Goldsboro/Virtual Experience)

Place a check in each space that indicates your assessment of Session 1

	Excellent	Good	Average	Poor
Content: relevance, timeline				
Presenter: qualification, communication skills				
Value: applicability and usefulness of information				
Participation: opportunity for discussion, interaction and questions				
Virtual experience: suitability, interactive and convenience				

Consent Agenda Review. Each item was reviewed. Additional discussion included the following:

SU-9-21 Christopher and Elondia Grant (120 E. Mulberry Street) – Subject property is located on the north side of E. Mulberry Street between Center Street and John Street. Council discussed options for

the hookah lounge in downtown and North Carolina General Statute concerning the limitations for the hookah lounge with Mr. Ken Talton, Interim Planning Director.

Closed Session Held. Upon motion of Councilmember Broadaway, seconded by Mayor Pro Tem Polack and unanimously carried, Council convened into Closed Session to discuss a personnel and litigation matter. A roll call vote was conducted.

Council came out of Closed Session.

There being no further business, the meeting recessed until 7:00 p.m.

CITY COUNCIL MEETING

The City Council of the City of Goldsboro, North Carolina, met in regular session in Council Chambers, City Hall, 214 North Center Street, at 7:00 p.m. on October 4, 2021.

Mayor Ham called the meeting to order at 7:00 p.m.

Pastor Stanley Kelly with Fellowship Baptist Church provided the invocation. The Pledge of Allegiance followed.

Roll Call.

Present: Mayor David Ham, Presiding
Mayor Pro Tem Taj Polack
Councilmember Hiawatha Jones (participated remotely via Zoom)
Councilmember Bill Broadaway
Councilmember Brandi Matthews
Councilmember Gene Aycock

Approval of Minutes. Mayor Pro Tem Polack made a motion to approve the minutes of the Work Session and Regular Meeting of September 20, 2021. The motion was seconded by Councilmember Aycock and unanimously carried. A roll call vote was conducted.

Public Comment Period. Mayor Ham opened the public comment period. The following person spoke:

- 1. Willie Smith with AARP local 381 stated he would be attending city council meetings.

No one else spoke and the public comment period was closed.

Consent Agenda - Approved as Recommended. City Manager Tim Salmon presented the Consent Agenda. All items were considered to be routine and could be enacted simultaneously with one motion and a roll call vote. If a Councilmember so requested, any item(s) could be removed from the Consent Agenda and discussed and considered separately. In that event, the remaining item(s) on the Consent Agenda would be acted on with one motion and roll call vote. Councilmember Aycock moved the items on the Consent Agenda, Items B and C be approved as recommended by staff. The motion was seconded by Councilmember Broadaway. Mayor Pro Tem Polack asked that the following be clarified: Item B is denied without prejudice and those individuals are able to come back. A roll call vote resulted in Mayor Ham, Mayor Pro Tem Polack, Councilmembers Jones, Broadaway and Aycock voting in favor of the motion and Councilmember Matthews voting against the motion.

The items on the Consent Agenda were as follows:

SU-9-21 Christopher and Elondia Grant (120 E. Mulberry Street) – Subject property is located on the north side of E. Mulberry Street between Center Street and John Street. Order Denied. The applicant is requesting a Special Use Permit to allow the operation of a Place of Entertainment (Hookah Lounge) with ABC permits.

Frontage: 25.68 ft.
Depth: 90.00 ft.
Area: 2,311 sq. ft.

Zoning: Central Business District (CBD)

The applicant has proposed to up-fit an existing one-story concrete commercial building for the operation of a Hookah Lounge.

Since the site is located within the Historic District, any exterior improvements to the building will be required to receive a Certificate of Appropriateness from the Historic District Commission.

The property was previously occupied as a restaurant.

The applicant's floor plan indicates 14 Hookah Tables that will accommodate up to 56 seats/occupants, a retail area and a bar area which accommodates for eight occupants. Restrooms, storage area and a Hookah prep area are also included within the proposed place of entertainment.

Days/hours of Operation: Monday – Friday
6:00 p.m. – 12:00 a.m.
Saturday – Sunday
12:00 pm – 12:00 a.m.
Employees: 6

The Unified Development Ordinance specifies that required parking standards would not apply in the Central Business District within an area bounded by the south side of Ash Street, the east side George Street, the north side of Chestnut Street and the west side of William Street. Since the subject site is located within this area, no off-street parking is required.

There shall be no more than two such establishments, with the exception of microbreweries, located per City block, defined as the length of street between two intersections. If City Council were to approve the requested Place of Entertainment with ABC permits, no other place of entertainment would be permitted within this city block as one place of entertainment currently exist at 110 E. Mulberry Street, approved by City Council on August 3, 2020.

At the public hearing held September 20, 2021, the applicants spoke in favor of the request. In addition, Justin Thomas was present to speak in favor of the request. No one was present to speak in opposition to the request. The Planning Commission at their meeting held September 27, 2021 recommended denial without prejudice the Special Use Permit for the operation of a place of entertainment (Hookah Lounge) with ABC Permits as the request does not meet requirements of NCGS 130A-496 (b)(2) regarding “free standing” structures.

It was recommended that Council accept the recommendation of the Planning Commission and adopt an Order denying the Special Use Permit #SU-9-21 for the operation of a place of entertainment (Hookah Lounge) with ABC Permits due to the fact that the request does not meet requirements of NCGS 130A-496 (b)(2) regarding “free standing” structures, and; if the Special Use Permit #SU-9-21 were issued, the development could materially endanger the public health or welfare; or if the Special Use Permit #SU-9-21 were issued, the development could substantially injure the beneficial use of adjoining or abutting property. Consent Agenda Approval. Aycock/Broadaway (5 Ayes:1 Nay)

UDO-2-21 I&BP-1 Special Use Permit Addition - Unified Development Ordinance Amendments. Ordinance Adopted. The City of Goldsboro first adopted its Unified Development Ordinance (UDO) in 2005 and has amended it from time to time over the past 15 years. Most recently the City Council approved a major amendment to the Unified Development at their June 7, 2021 meeting to comply with the Chapter 160D NC General Assembly's regulations.

Currently, the proposed changes for consideration are “Minor Text Amendments” to Article 5 within the UDO under Sections 5.4, 5.5, 5.5.4M and 5.5.4EE as follows:

- Section 5.4 Table of Permitted Uses;

- Section 5.5 Supplemental Use Regulations;
- Subsection 5.5.4M Community Sensitive Heavy Industrial Uses; and
- Subsection 5.5.4EE Storage or Treatment of Hazardous/Chemical Material.

Proposed changes are to reflect the addition of Chemical products manufacturing/processing and Storage or treatment of hazardous materials or chemicals uses as a special use within the Industrial and Business Park (I&BP-1) zoning district.

A Notice of Public Hearing listing all the Sections of the UDO under consideration for amendment was advertised for two consecutive weeks in the newspaper and posted on the City’s website for review.

Minor changes, which are included for possible amendment include:

1. Amending Section 5.4 Table of Permitted Uses by allowing both Chemical products manufacturing/processing and Storage or treatment of hazardous materials or chemical uses as a special use in the Industrial and Business Park (I&BP-1) zoning district;
2. Amending Section 5.5 Supplemental Use Regulations by adding to Subsections 5.5.4M and 5.5.4EE, Industrial and Business Park (I&BP) zoning district, as a permitted district for the use of Community Sensitive Heavy Industrial Uses (5.5.4M) and Storage or Treatment of Hazardous/Chemical Materials (5.5.4EE).

At the public hearing held September 20, 2021, no one spoke in favor or in opposition to the request.

The Planning Commission at their meeting held September 27, 2021 recommended approval of the City of Goldsboro’s Unified Development Ordinance (UDO) to reflect the minor text amendments to Article 5, Sections 5.4, 5.5, 5.5.4M and 5.5.4EE

It was recommended that Council accept the recommendation of the Planning Commission and adopt an Ordinance amending the City of Goldsboro’s Unified Development Ordinance (UDO) to reflect the minor text amendments to Article 5, Sections 5.4, 5.5, 5.5.4M and 5.5.4EE. Consent Agenda Approval. Aycock/Broadaway (5 Ayes:1 Nay)

ORDINANCE NO. 2021-34 “AN ORDINANCE AMENDING ARTICLE 5, SECTIONS 5.4, 5.5, 5.5.4M AND 5.5.4EE RELATIVE TO I&BP-1 ZONING DISTRICT PERMITTED USES AND SUPPLEMENTAL REGULATIONS IN THE UNIFIED DEVELOPMENT ORDINANCE FOR THE CITY OF GOLDSBORO, NORTH CAROLINA, AND ITS EXTRATERRITORIAL JURISDICTION”

End of Consent Agenda.

City Manager’s Report. Tim Salmon recognized the Community Relations Department for holding a recent suicide vigil. He also spoke about the USTA tournament being held on October 7-10, Ride the City, which will be held on October 16th and recognized Mark Blizzard, City Nurse for being chosen as the 2021 Best of the Boot-Wayne County Government Employee.

Mayor and Councilmembers’ Reports and Recommendation.

Halloween Proclamation 2021. Mayor Ham proclaimed SAFETY FIRST ON HALLOWEEN and encouraged all citizens of Goldsboro to promote and observe safety guidelines from 6:00 p.m. to 8:00 p.m. on Sunday, October 31, 2021.

Councilmember Broadaway shared comments concerning the passing of Bill Edgerton, local Goldsboro resident.

Mayor Pro Tem Polack shared comments concerning the pandemic. He shared that on October 15 there will be a Father-Son Ball at the Terrace Room and shared comments concerning the passing of DaShaunti Waters and condolences to his father.

Councilmember Matthews had no comment.

Councilmember Aycock shared comments concerning the passing of Bill Edgerton, local Goldsboro resident.

Councilmember Jones had no comment.

Mayor Ham shared comments concerning the passing of Bill Edgerton, local Goldsboro resident.

The meeting adjourned at 7:13 p.m.

David Ham
Mayor

Laura Getz, MMC/NCCMC
City Clerk



RESOLUTION NO. 2021-74

RESOLUTION EXPRESSING APPRECIATION FOR SERVICES RENDERED BY THOMAS HOWELL AS AN EMPLOYEE OF THE CITY OF GOLDSBORO FOR MORE THAN 30 YEARS

WHEREAS, Thomas Howell retires on November 1, 2021 as a Custodian with the Parks and Recreation Department of the City of Goldsboro with more than 30 years of service; and

WHEREAS, Thomas began his career on November 8, 1990 as a Temporary Night Attendant with the Parks and Recreation Department in the City of Goldsboro; and

WHEREAS, on March 27, 1991, Thomas was promoted to Custodian with the Parks and Recreation Department; and

WHEREAS, on December 20, 1995, Thomas was promoted Laborer II with the Parks and Recreation Department; and

WHEREAS, Thomas held several positions during his tenure with the City of Goldsboro to include: Equipment Operator, Motor Equipment Operator, Fleet Service Technician, and Laborer; and

WHEREAS, on August 22, 2005, Thomas took a leave of absence to serve his country in the United States Army; and

WHEREAS, on October 27, 2010, Thomas returned from military leave to the position of Senior Maintenance Worker with the Parks and Recreation Department; and

WHEREAS, on June 29, 2011, Thomas' position was reclassified as Park Technician with the Parks and Recreation Department; and

WHEREAS, on June 6, 2013, Thomas was promoted to Equipment Operator with the Public Works Department of the City of Goldsboro; and

WHEREAS, on April 7, 2014, Thomas was promoted to Sign Technician with the Public Works Department; and

WHEREAS, on August 28, 2019, Thomas was transferred to Custodian with the Parks and Recreation Department where he has served until his retirement; and

WHEREAS, Thomas has proven himself to be a dedicated and efficient public servant who has gained the admiration and respect of his fellow workers and the citizens of the City of Goldsboro; and

WHEREAS, the Mayor and City Council of the City of Goldsboro are desirous, on behalf of themselves, City employees and the citizens of the City of Goldsboro, of expressing to Thomas Howell their deep appreciation and gratitude for the service rendered by him to the City over the years.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Goldsboro, North Carolina that:

1. We express to Thomas our very best wishes for success, happiness, prosperity and good health in his future endeavors.
2. This Resolution shall be incorporated into the official Minutes of the City of Goldsboro, and shall be in full force and effect from and after this 18th day of October, 2021.

David Ham, Mayor

Attested by:

Laura Getz, City Clerk



RESOLUTION NO. 2021-74

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AS AN EMPLOYEE OF THE CITY OF GOLDSBORO
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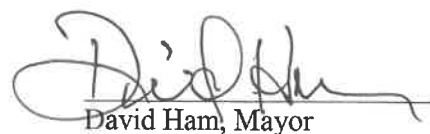
WHEREAS, Thomas has proven himself to be a dedicated and efficient public servant who has gained the admiration and respect of his fellow workers and the citizens of the City of Goldsboro; and

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2. This Resolution shall be incorporated into the official Minutes of the City of Goldsboro, and shall be in full force and effect from and after this 18th day of October, 2021.




David Ham, Mayor

**RESOLUTION NO. 2021-75****RESOLUTION EXPRESSING APPRECIATION
FOR SERVICES RENDERED BY MICHELLE DAW
AS AN EMPLOYEE OF THE CITY OF GOLDSBORO
FOR MORE THAN 20 YEARS**

WHEREAS, Michelle Daw retires on November 1, 2021 as an Executive Assistant with the Public Utilities Department of the City of Goldsboro with more than 20 years of service; and

WHEREAS, Michelle began her career on August 15, 2001 as an Office Assistant with the Parks and Recreation Department; and

WHEREAS, on December 1, 2004, Michelle's position was transferred to the City Manager's Office; and

WHEREAS, on January 4, 2005, Michelle was promoted to Executive Secretary/City Clerk with the City Manager's Office; and

WHEREAS, on May 9, 2007, Michelle transferred to Deputy City Clerk in the City Manager's Office; and

WHEREAS, on March 18, 2010, Michelle was promoted to Administrative Assistant with the Public Utilities Department; and

WHEREAS, on January 8, 2014, Michelle's position was reclassified to Executive Assistant with the Public Utilities Department where she has served until her retirement; and

WHEREAS, Michelle has proven herself to be a dedicated and efficient public servant who has gained the admiration and respect of her co-workers and the citizens of the City of Goldsboro; and

WHEREAS, the Mayor and City Council of the City of Goldsboro are desirous, on behalf of themselves, City employees and the citizens of the City of Goldsboro, of expressing to Michelle Daw their deep appreciation and gratitude for the service rendered by her to the City over the years.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Goldsboro, North Carolina that:

1. We express to Michelle our very best wishes for success, happiness, prosperity and good health in her future endeavors.
2. This Resolution shall be incorporated into the official Minutes of the City of Goldsboro, and shall be in full force and effect from and after this 18th day of October, 2021.

David Ham, Mayor

Attested by:

Laura Getz, City Clerk



RESOLUTION NO. 2021-75

**RESOLUTION EXPRESSING APPRECIATION
FOR SERVICES RENDERED BY MICHELLE DAW
AS AN EMPLOYEE OF THE CITY OF GOLDSBORO
FOR MORE THAN 20 YEARS**

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WHEREAS, on December 1, 2004, Michelle's position was transferred to the City Manager's Office; and

WHEREAS, on January 4, 2005, Michelle was promoted to Executive Secretary/City Clerk with the City Manager's Office; and

WHEREAS, on May 9, 2007, Michelle transferred to Deputy City Clerk in the City Manager's Office; and

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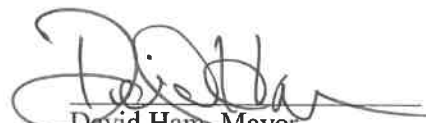
WHEREAS, Michelle has proven herself to be a dedicated and efficient public servant who has gained the admiration and respect of her co-workers and the citizens of the City of Goldsboro; and

WHEREAS, the Mayor and City Council of the City of Goldsboro are desirous, on behalf of themselves, City employees and the citizens of the City of Goldsboro, of expressing to Michelle Daw their deep appreciation and gratitude for the service rendered by her to the City over the years.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Goldsboro, North Carolina that:

1. We express to Michelle our very best wishes for success, happiness, prosperity and good health in her future endeavors.
2. This Resolution shall be incorporated into the official Minutes of the City of Goldsboro, and shall be in full force and effect from and after this 18th day of October, 2021.




David Ham, Mayor

**Goldsboro National Family Literacy Day
Proclamation**

200 North Center Street, 27530
P 919.580.4362

WHEREAS, National Family Literacy Day, established by the 103rd Congress in 1994, and now marking its 27th anniversary on November 1, 2021, highlights the importance of reading and learning for the entire family and emphasizes the impact that parents and guardians have on their child's learning; and

WHEREAS, this day is celebrated across America each year, and focuses on special activities and events that showcase the importance of family literacy programs that empower families and build a nation of readers; and

WHEREAS, literacy programs across the United States will observe National Family Literacy Day by holding read aloud storytimes, reading sessions, book drives, workshops and family activities at schools, libraries and community centers to encourage literacy; and

WHEREAS, as many as one in six adults struggle with reading and writing, and by learning to read, individuals can gain self-respect and confidence and strive toward goals that otherwise would not be achievable; and

WHEREAS, the National Society of the Daughters of the American Revolution is a nonprofit, nonpolitical volunteer women's service organization dedicated to promoting patriotism, preserving American history and securing America's future through better education for children and adults; and


WHEREAS, education being one of the cornerstones of the National Society of the Daughters of the American Revolution, the David Williams Chapter, Goldsboro, North Carolina is committed to increasing literacy by promoting and supporting literacy programs.

NOW, THEREFORE, I, David Ham, Mayor of the City of Goldsboro, North Carolina, do hereby proclaim November 1, 2021 as

National Family Literacy Day

in Goldsboro, North Carolina, and enthusiastically endorse the David Williams Chapter NSDAR's National Family Literacy Day and recommit our City to engage in programs and activities to make children and adults in Goldsboro the best readers in North Carolina.

IN WITNESS, WHEREOF, I have hereunto set my hand and affixed the Seal of the City of Goldsboro, North Carolina, this 18th day of October, 2021.



David Ham, Mayor

EXHIBIT A

PROCEDURE FOR FILLING VACANT COUNCIL SEAT FOR DISTRICT 5 OF THE GOLDSBORO CITY COUNCIL

1. After the creation of a vacancy for District 5, such being effective September 7, 2021, the City Clerk will immediately cause the vacant seat to be advertised in *The Goldsboro News-Argus* and on the City of Goldsboro's website indicating the appointment process and the following eligibility requirements as described in Article VI of the North Carolina Constitution and the City of Goldsboro's Code of Ordinances Section 3:5:
 - A. Be a qualified voter in the City of Goldsboro.
 - B. Be at least 21 years of age and not adjudged a felon not having had their rights restored.
 - C. Currently live within the boundaries of District 5 and having done so for at least the past thirty (30) days.

Interested citizens meeting these requirements can pick up the application form from the City Clerk's office at City Hall, 200 N. Center Street, Goldsboro, NC or download it from the city's website at www.goldsboronc.gov. Any potential applicant is encouraged to check the District 5 boundaries while at City Hall to make sure they reside within the district before submitting an application. Completed applications must be returned to the City Clerk's office by 5:00 p.m. on **Friday, September 17, 2021**. **Applications not received by that date will not be considered (placing it in the mail by then does not constitute receipt by the City unless it is in the physical custody of the staff of the office of the City Clerk, located within the City Manager and Mayor's offices, 2nd floor, Friday, September 17, 2021).**

2. The City Clerk will hold the sealed applications until the deadline date. After the deadline, the City Manager and City Clerk will open the sealed envelopes and verify that each applicant meets the qualifications addressed above. They will forward scanned copies of the contents to each member of the City Council on **Friday, September 17, 2021**. The names of applicants shall be released to the news media upon request after the applications have been distributed to the City Council. Applicants are advised that the applications and therefore any information provided on the said applications are subject to disclosure upon a proper public records request. The City Clerk will notify the Council and the media on Monday, September 20, 2021 if any of the applicants do not meet the requirements.
3. The City Council at the regular City Council meeting scheduled for **October 4, 2021**, will hear presentations by each qualified applicant. Each applicant will be given up to ten (10) minutes to make a presentation on their qualifications for the office and their vision for Goldsboro. The presentations will be followed by questions from members of the City Council.
4. At the **October 18, 2021** City Council meeting, the City Council will decide if they have enough information to vote on the appointment by motion, second, and majority vote. If so,

the City Council will be provided a ballot listing the name of each candidate, and each council member will vote for ONE (1) candidate only.

5. The ballots shall be passed to the City Clerk, who will announce the vote by reading aloud each ballot with the name and vote of the Mayor and each council member.
6. If any candidate receives at least 4 total votes on the ballots, that person is “appointed” and shall fill the seat.
7. If no candidate gets more than 3 votes, then the 2 applicants receiving the most votes will advance to a second ballot, in the same format as the first round.
8. However, if as a result of said initial vote there is a tie that occurs between two or more candidates making it such that there are not only 2 applicants with the most votes, then if there is one applicant that receives the most votes, that applicant will move to the next round of voting, and the council will then vote by ballot on the remaining applicants so tied and the applicant between those such applicants that receives the highest votes will move to the second round of voting.
9. If, however as a result of the first round of voting 3 applicants are tied with two votes each, then a new ballot will be issued by the Clerk to the council members with those 3 applicants thereon, the council shall vote, and follow the above procedures until there are 2 candidates with the greatest number of votes; BUT if one of those 3 receive at least 4 votes during that round of voting, then that person would be “appointed” and shall fill the seat.
10. Each round of balloting and voting shall be conducted exactly as the first round.
11. Once any candidate gets at least 4 votes, that person is the choice, and may be sworn in at the beginning of the next Council meeting.
12. At any time, if no candidate has received at least 4 votes, the Council, upon proper motion, second and majority vote, may suspend the selection process, and return to further consideration of filling this vacancy at Council’s next meeting.
13. Additionally, at any time during the appointment process, upon motion, second and majority vote, the Council may vote to delay the vote on appointment to another date; and may re-open the application process to consider other interested candidates and shall set application deadlines consistent with the process above.

RESOLUTION NO. 2021- 64

**RESOLUTION OF THE GOLDSBORO CITY COUNCIL ESTABLISHING A
PROCEDURE FOR FILLING A VACANT COUNCIL SEAT**

WHEREAS, David Ham, the duly elected council member representing District 5 of the City of Goldsboro on its City Council has tendered his written resignation dated September 7, 2021 from his seat as the council member representing said district due to being appointed as Mayor of the City of Goldsboro; and

WHEREAS, the City Council of the City of Goldsboro accepted his said resignation during its regularly scheduled meeting of September 7, 2021 and, as a result, hereby declares that the seat for the representation of District 5 is vacant; and

WHEREAS, as a result of said vacancy, the Code of Ordinances, and the General Statutes of the State of North Carolina state that the Council, by majority vote, shall appoint a qualified candidate to fill said vacancy for the remainder of the term of said council member; i.e. until the next general election, which will be held on November 7, 2023; and

WHEREAS, neither the Code of Ordinances nor the General Statutes contain a specific procedure for said appointment, therefore, it is necessary and good practice to establish a procedure so the City, all council members and potentially interested candidates, have a procedure that will guide all for the said appointment; and

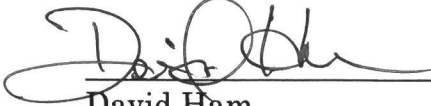
WHEREAS, it is necessary that a Resolution be enacted to establish procedures for such appointment, and that such are attached hereto as Exhibit A setting forth said procedures and is made a part hereof.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Goldsboro, North Carolina that:

1. The seat for District 5 of the Goldsboro City Council is vacant effective September 7, 2021, and shall be filled by the Council by majority vote.
2. For the proper and consistent application of the Code of Ordinances and the General Statutes of the State of North Carolina for the filling of the vacancy of said seat for District 5 representation on the City Council, procedures for any appointment to fill said vacancy should be adopted and that such is necessary for the proper functioning of the Council.


3. Exhibit A attached hereto sets forth said procedure and is hereby adopted as the procedure for the appointment of the vacancy of the representative seat for District 5 of the Goldsboro City Council.
4. This resolution and Exhibit A are hereby adopted and shall be inserted into the official minutes of the City Council of Goldsboro.

ADOPTED the 7th day of September, 2021.



David Ham
Mayor

Attested by:



Laura Getz
City Clerk

**CITY OF GOLDSBORO
AGENDA MEMORANDUM
OCTOBER 18, 2021 COUNCIL MEETING**

SUBJECT: PUBLIC HEARING
Z-10-21 County of Wayne (O&I-II to I-2) – North side of Wayne Memorial Drive and on the northeast corner of Eighth and Humphrey Streets.

BACKGROUND: The County of Wayne owns the subject property. Currently, the property serves as a fleet maintenance facility for County-owned vehicles and equipment.

DISCUSSION: The applicant requests to rezone the entire property from Office and Institutional (O&I-II) to General Industry (I-2). Currently, the present zoning classification is not compatible with existing development. In addition, the County desires to expand operations in the future for the existing site.

As previously stated, half of the subject property is used as a fleet maintenance facility. The other half of the property is undeveloped. If rezoned, any new improvements to the site will require site and landscape plans approved by City officials before construction permits can be issued in the future.

Frontage: 470.5 (Eighth St.)
Area: 150,118 sq. ft. or 3.44 acres

SURROUNDING ZONING:

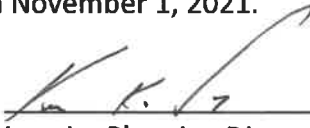
North: General Business (GB)/Office and Institutional (O&I-2);
South: General Business (GB)/Neighborhood Business (NB);
East: General Business (GB); and
West: Residential (R-9)

Land Use Plan Recommendation: The City's Land Use Plan recommends office and institutional development for the property.

Engineering: The subject property is not located in a Special Flood Hazard Area. City water and sewer utilities are available to serve the property.

RECOMMENDATION: No action necessary. The Planning Commission will have a recommendation for Goldsboro City Council at their regularly scheduled meeting on November 1, 2021.

Date: 10/13/21



Interim Planning Director

Date: 10/13/21



City Manager

**Z-10-21 COUNTY OF WAYNE
OFFICE & INSTITUTIONAL (O&I- 2) TO GENERAL INDUSTRY (I-2)**



REZONING REQUEST:

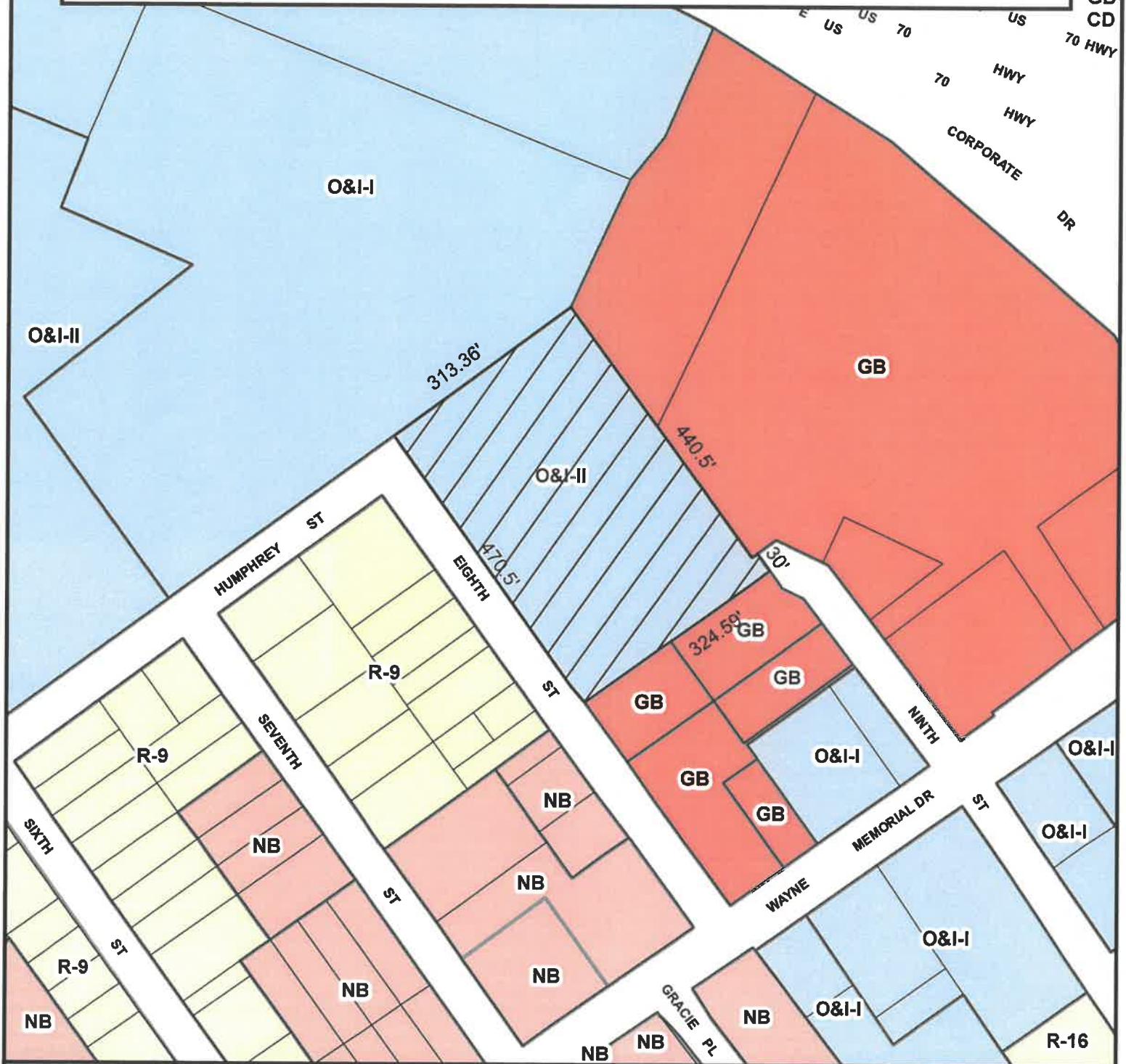
CASE NO: Z-10-2021
OWNER: COUNTY OF WAYNE
APPLICANT: COUNTY OF WAYNE
REQUEST: FROM O&I -2 TO I-2
LOCATION: 908 EIGHTH ST.
PIN #: 3600508489

0 100 200 400 Feet



The data represented on this map has been compiled by the best methods available. Accuracy is contingent upon the source information as compiled by various agencies and departments both internal and external to the City of Goldsboro, NC. Users of the data represented on this map are hereby notified that the primary information sources should be consulted for verification of the information contained herein. The City of Goldsboro and the companies contracted to develop these data assume no legal responsibilities for the information or accuracy contained on this map. It is strictly forbidden to sell or reproduce these maps or data for any reason without the written consent of the City of Goldsboro.

Z-10-21 COUNTY OF WAYNE OFFICE & INSTITUTIONAL (O&I-2) TO GENERAL INDUSTRY (I-2)



REZONING REQUEST:

CASE NO: Z-10-2021
OWNER: COUNTY OF WAYNE
APPLICANT: COUNTY OF WAYNE
REQUEST: FROM O&I-2 TO I-2
LOCATION: 908 EIGHTH ST.
PIN #: 3600508489

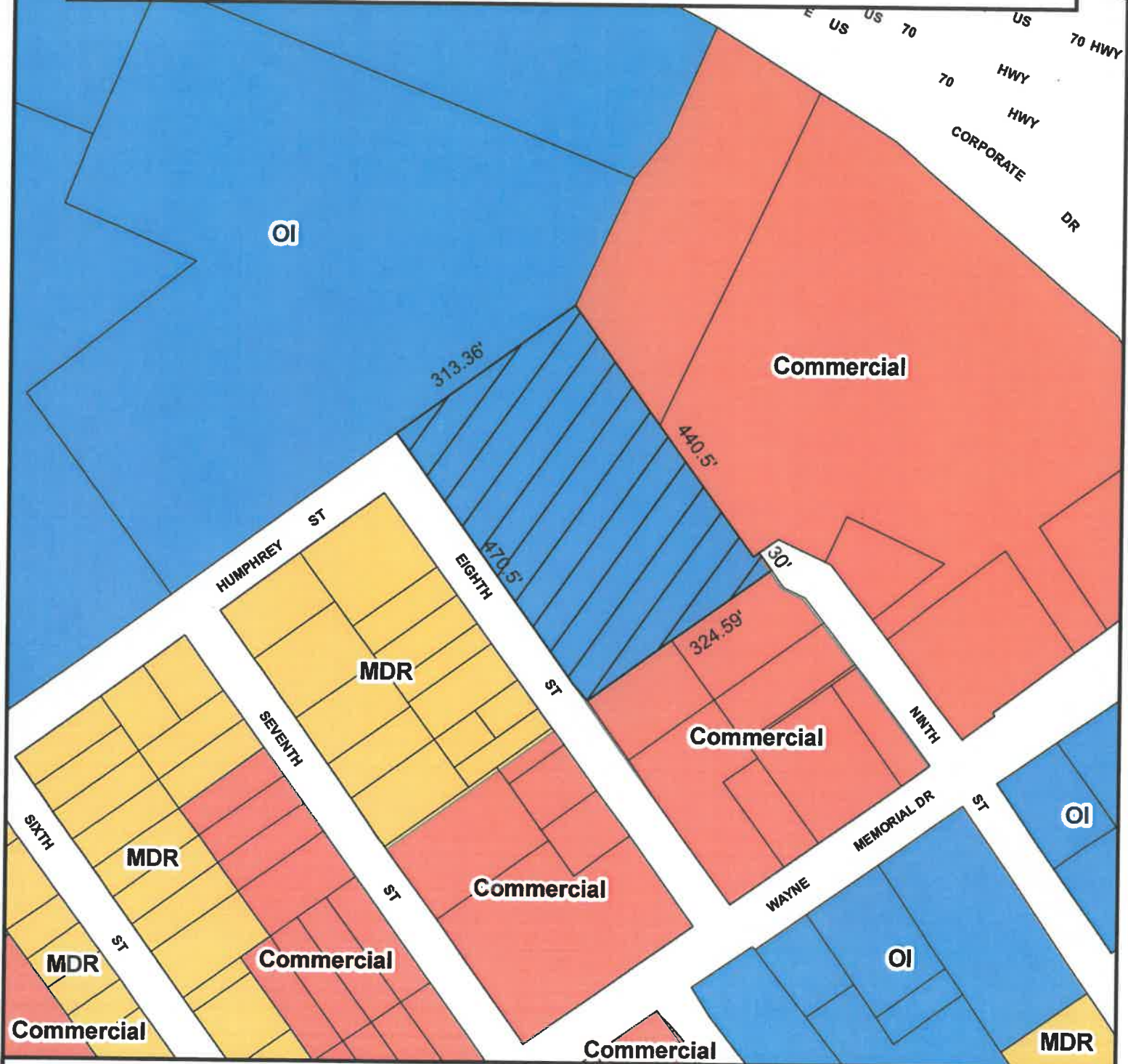
0 100 200 400 Feet



GOLDSBORO
 BE MORE DO MORE SEYMOUR
 North Carolina

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**Z-10-21 COUNTY OF WAYNE
OFFICE & INSTITUTIONAL (O&I- 2) TO GENERAL INDUSTRY (I-2)**



REZONING REQUEST:

CASE NO: Z-10-2021
OWNER: COUNTY OF WAYNE
APPLICANT: COUNTY OF WAYNE
REQUEST: FROM O&I -2 TO I-2
LOCATION: 908 EIGHTH ST.
PIN #: 3600508489

0 100 200 400 Feet



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**CITY OF GOLDSBORO
AGENDA MEMORANDUM
OCTOBER 18, 2021 COUNCIL MEETING**

SUBJECT: PUBLIC HEARING
Z-11-21 County of Wayne (O&I-II to I-2) – East of Fourth Street between Clingman and Humphrey Streets.

BACKGROUND: The County of Wayne owns the subject property. Currently, the property is occupied by the Wayne County Animal Services Adoption and Shelter Center and the new E-911 Communications Center.

DISCUSSION: The applicant requests to rezone the entire property from Office and Institutional (O&I-II) to General Industry (I-2). The County of Wayne seeks to expand County services and operations within the existing site. County leaders believe the present zoning classification would limit the use of the property for future planning and development purposes.

If rezoned, any new improvements to the site will require site and landscape plans approved by City officials before construction permits can be issued in the future.

Area: 920,746 sq. ft. or 21.13 acres

SURROUNDING ZONING:

North: General Industry (I-2)/Highway Business (HB)/Office and Institutional (O&I-1);

South: Residential (R-9);

East: Office and Institutional (O&I-II); and

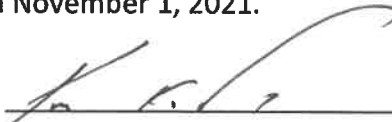
West: General Industry (I-2)

Land Use Plan Recommendation: The City's Land Use Plan recommends industrial, office and institutional and medium-density development for the property.

Engineering: The subject property is not located in a Special Flood Hazard Area. City water and sewer utilities are available to serve the property.

RECOMMENDATION: No action necessary. The Planning Commission will have a recommendation for Goldsboro City Council at their regularly scheduled meeting on November 1, 2021.

Date: 10/13/21


Interim Planning Director

Date: 10/13/21


City Manager

**Z-11-21 COUNTY OF WAYNE
OFFICE & INSTITUTIONAL (O&I- 2) TO GENERAL INDUSTRY (I-2)**



REZONING REQUEST:

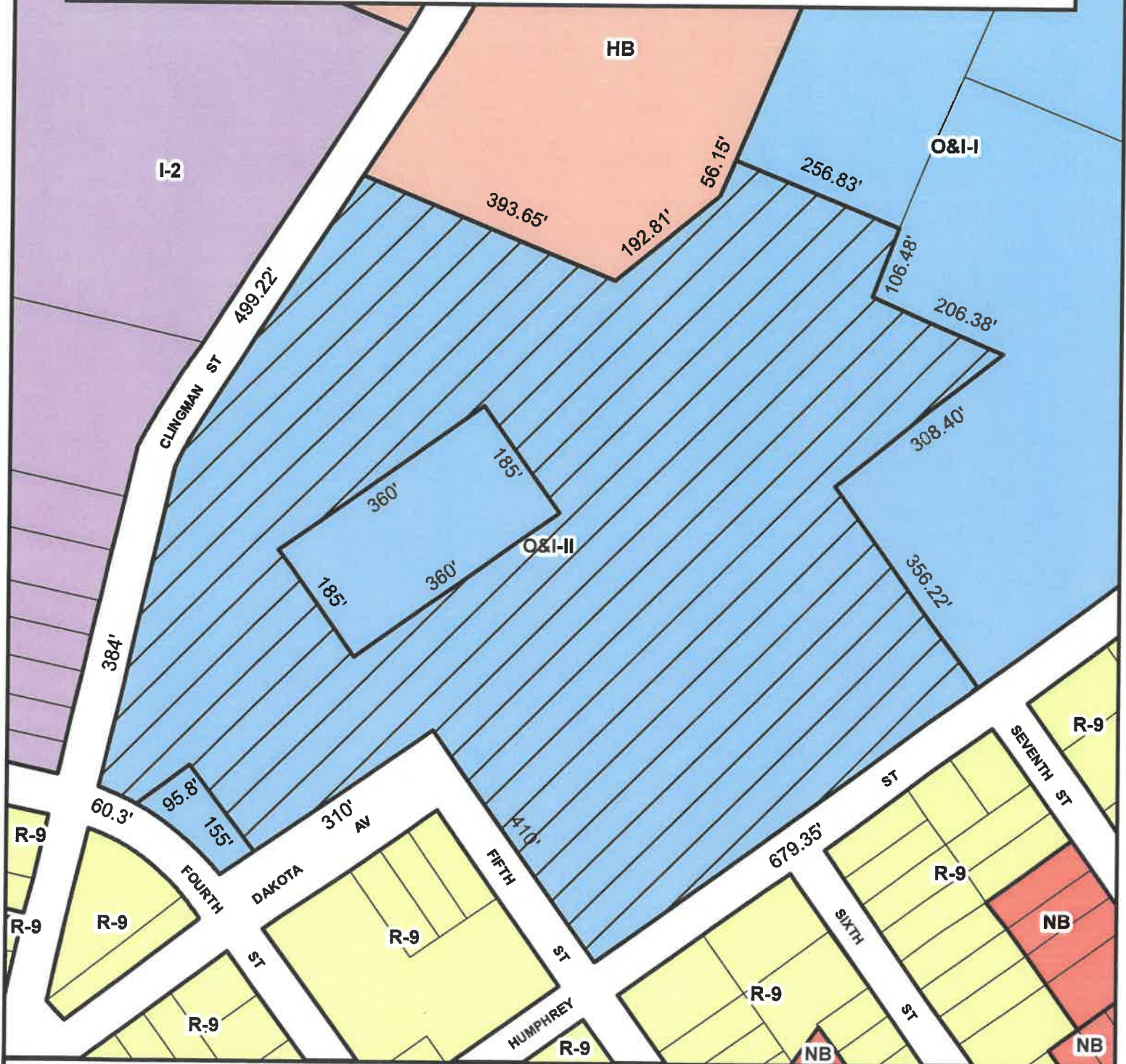
CASE NO: Z-11-2021
OWNER: COUNTY OF WAYNE
APPLICANT: COUNTY OF WAYNE
REQUEST: FROM O&I -2 TO I-2
LOCATION: CLINGMAN ST & HUMPHREY ST.
PIN #: 3600407478

0 100 200 400
Feet



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**Z-11-21 COUNTY OF WAYNE
OFFICE & INSTITUTIONAL (O&I-2) TO GENERAL INDUSTRY (I-2)**



REZONING REQUEST:

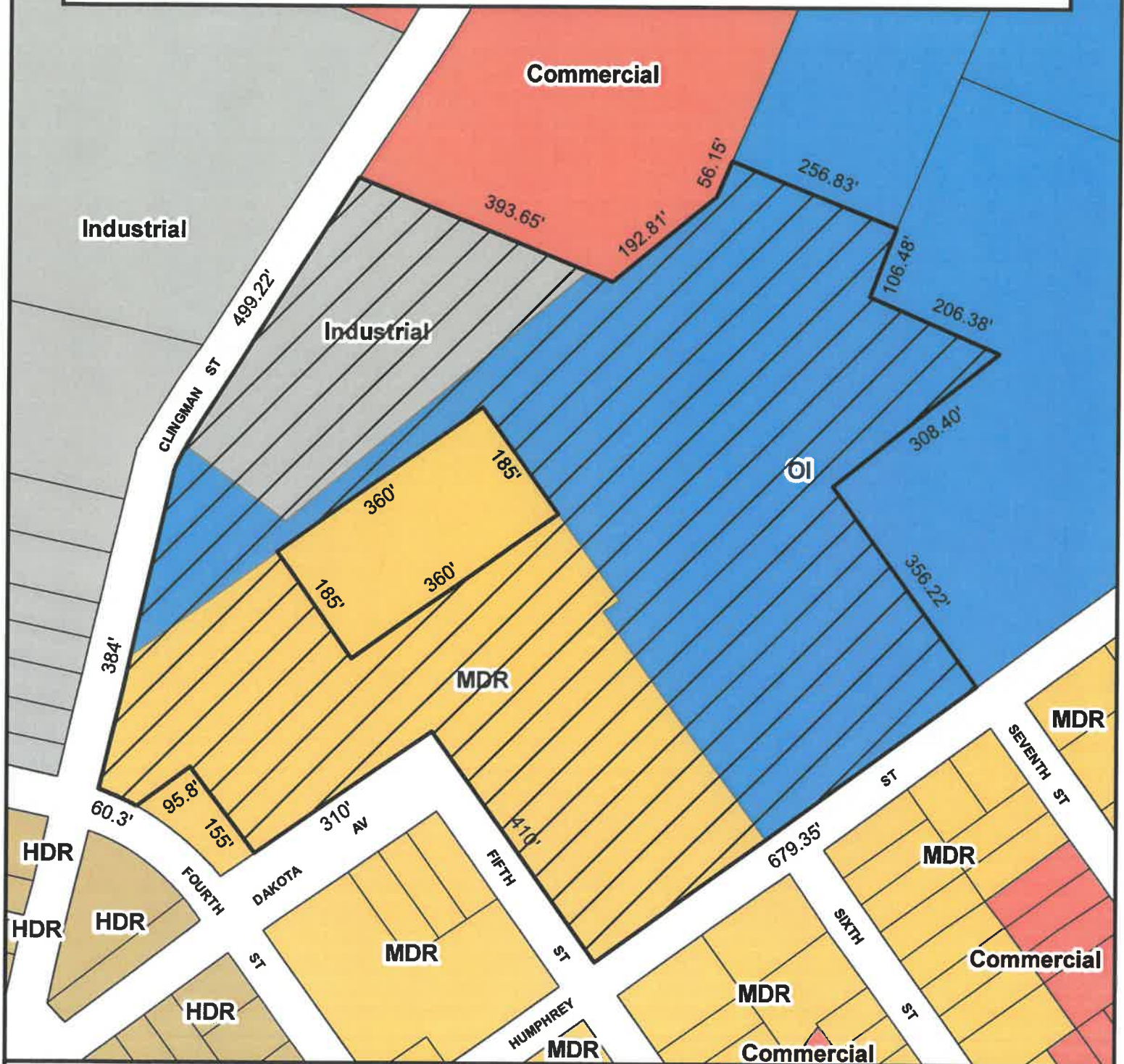
CASE NO: Z-11-2021
OWNER: COUNTY OF WAYNE
APPLICANT: COUNTY OF WAYNE
REQUEST: FROM O&I-2 TO I-2
LOCATION: CLINGMAN ST & HUMPHREY ST.
PIN #: 3600407478



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CON RATE



REZONING REQUEST:

CASE NO: Z-11-2021
OWNER: COUNTY OF WAYNE
APPLICANT: COUNTY OF WAYNE
REQUEST: FROM O&I -2 TO I-2
LOCATION: CLINGMAN ST & HUMPHREY ST.
PIN #: 3600407478



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CITY OF GOLDSBORO
AGENDA MEMORANDUM
OCTOBER 18, 2021 COUNCIL MEETING

SUBJECT: Veterans Day Parade – Temporary Street Closure

BACKGROUND: The Annual Veterans Day Parade is a parade to Honor all US Military Veterans from all branches of the U.S. Armed Forces for their service. The parade is organized, coordinated, and sponsored by the Wayne County Veterans & Patriots Coalition.

DISCUSSION: The street closing request for Thursday, November 11, 2021 is as follows:
Parade Route: South on Center Street beginning at Ash Street to Pine Street; going around the traffic circle heading north on Center Street back to Ash Street, ending at Ash Street.

Staging Areas (streets closed for staging): Oak Street between James Street and William Street; Vine Street between James Street and William Street; Beech Street between Center Street and William Street; and Center Street from Oak and Ash Street and Center Street from Holly Street to Ash Street

Additional Closures recommended by the Police Department to manage traffic flow will encompass: James Street from Oak Street to Ash Street; Ash Street from James Street to John Street; Mulberry Street from James Street to John Street; Walnut Street from James Street to John Street; Chestnut Street from James Street to John Street; Spruce Street from James Street to John Street; Pine Street from James Street to John Street; and Center Street at Elm Street.

Parking Restrictions: No parallel parking on Center Street from Pine Street to Ash Street.

The time requested for the street closing is from 7:00am to 4:00pm. Police have indicated that traffic will be restricted from 7:00am until 10:30am and all traffic stopped at 10:30am. The actual parade will begin at 11:00am and end at approximately 12:15pm.

As with all downtown events, affected city departments will be contacted and the following concerns are to be addressed:

1. All intersections remain open for Police Department traffic control.
2. A 14-foot fire lane is to be maintained to provide access for fire and emergency vehicles.
3. All activities, change in plans, etc., will be coordinated with the Police Department.

4. The Police and Fire Departments and Public Works Departments are to be involved in the logistical aspects of the Event.

RECOMMENDATION: By motion, grant the requested temporary street closures of the the sections of Pine Street, Spruce Street, Center Street, Walnut Street, John Street, Mulberry Street, Ash Street, James Street, Chestnut Street, Oak Street, Vine Street, and Beech Street for the Veterans Day Parade route and staging area from 7:00am to 3:00pm on Thursday, November 11, 2021, as stated above.

Date: 9-30-21


Mike West, Police Chief

Date: 10/12/21


Tim Salmon, City Manager

CITY OF GOLDSBORO

SPECIAL EVENTS/PARADE/STREET CLOSING

PERMIT APPLICATION

****In the event of a street closing or carnival, an application should be submitted at least 30 days prior to your parade or special event.**

I. General Information

Type of Event: (please check all that apply)

☒ Parade ☐ Run/Walk ☐ Festival ☐ Street Closure ☐ Carnival ☐ Other (explain): _____

Event Name: VETERANS DAY PARADE

Event Date(s): NOV 11, 2021 **Event Website:** N/A

Inclement Weather/Rain Date(s): N/A

Description of Event (Please briefly describe the event.)

A PARADE TO HONOR OUR LOCAL VETERANS ON THE ANNUAL OBSERVANCE OF VETERANS DAY FOR 2021.

Requested Event Location: DOWN TOWN GOLDSBORO (CENTER STREET)

Event Start Time/End Time: 11 AM

Set-Up: Date & Time (start/end): 7 AM

Dismantle (Completion): Date & Time (start/end): 1500

Estimated Daily Attendance: 2000

Will this event require street closures? ☒ Yes ☐ No **Closure Times** 7 AM UNTIL PARADE IS OVER

If yes, please list the streets that you are requesting to be closed:

5 CENTER (ASH TO PENE), NORTH CENTER (ASH TO HOLLY) OAK (JAMES TO N WELLS) VINE ST (JAMES TO N WELLS) BEECH ST (N CENTER TO N WELLS)

II. Applicant and Sponsoring Organization Information

Sponsoring Organization Name: WAYNE COUNTY VETERANS AND PATREONS COALITION

Are you a non-profit? ☒ Yes ☐ No **If yes, are you:** ☒ 501c (3) ☐ 501c (6) ☐ Place of worship

Applicant Name: BREAN VOLK **Title:** MR

Address: 1100 BRASWELL RD

City: GOLDSBORO **State:** NC **Zip:** 27530 **Phone:** 919 222 6673

Cell Phone: SAME **Email:** phwpnz1dr@gmail.com

Day of Event Contact:

Name:

BREAN VONK
BILL GRAHAM

Phone:

919 222 6073
919 394 2200

III. Event Map

For Run/Walk/Parade/Carnival- FORMATION AREA LOCATION:

NORTH CENTER ST

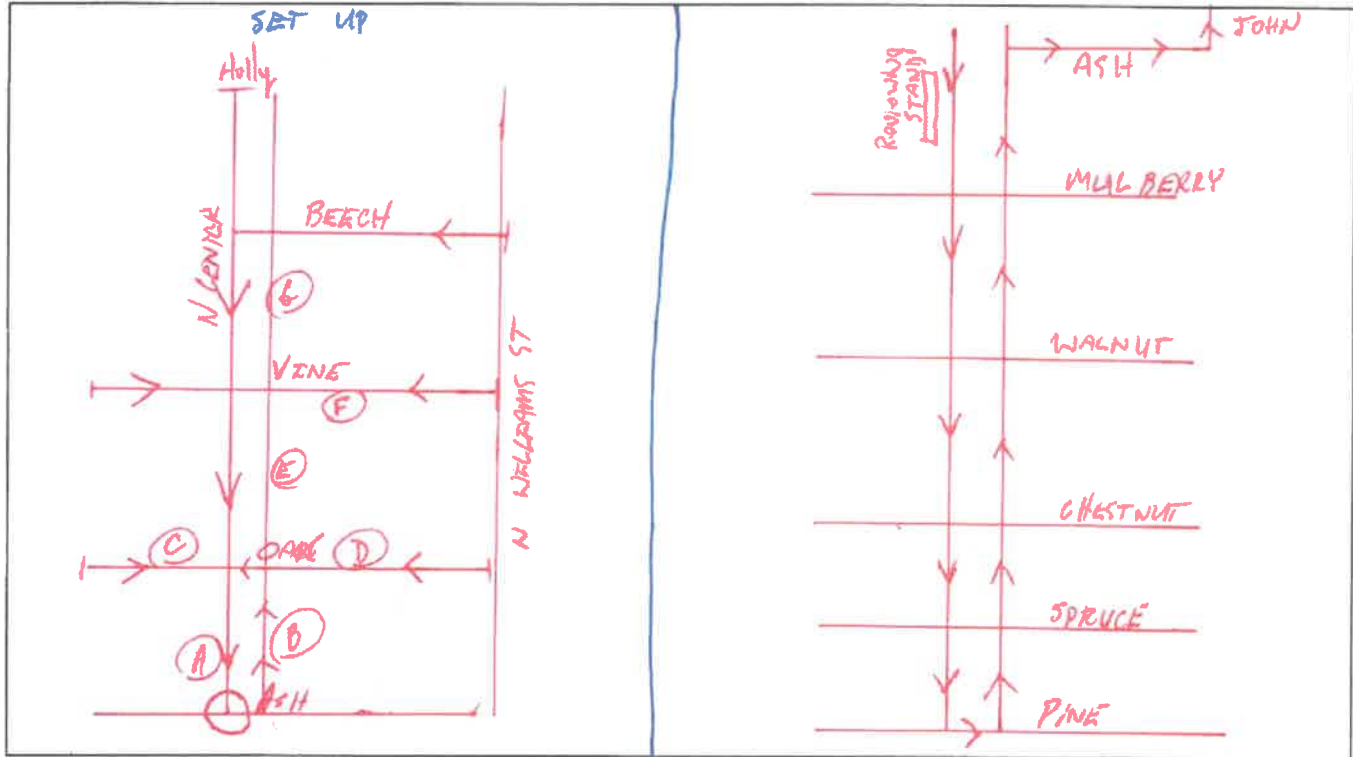
For Run/Walk/Parade/Carnival- STARTING POINT:

ASH + CENTER ST

For Run/Walk/Parade/Carnival- ENDING POINT:

ASH + CENTER ST

***Please provide a detailed map of your event, including race/walk/parade route(s), stage(s), inflatables, rides, booths, tents, parking, etc. (Please attach additional pages as needed.)**



IV. RESTROOMS & SITE CLEANUP (Bathroom facilities are required for events lasting longer than two hours and must be ADA compliant.)

One Port-A-Jon is recommended per 100 people, and is based on event duration instead of number of participants.

How do you plan to handle restroom services? ☒ Portable Toilets ☐ Other

If portable toilets will be provided, please list the name/contact of the company:

PARKS PORTABLE TOILETS

4 TOILETS

If no portable toilets will be provided, how will these requirements be handled?

NA

How do you plan to remove garbage and/or recycling? (City receptacles must be requested separately no less than 30 days prior to the event. Contact the Public Works Department at 919-750-7450.)

SHOULD NOT BE MUCH GARBAGE

V. Event Details: Please answer the following questions regarding your event.

- ☐ Yes ☒ No Does the event involve the sale of food?
- ☐ Yes ☒ No Does the event involve the sale of alcohol?
- If "YES" has the health department been notified?
- For events with food, a letter from the health department must be submitted 30 days prior to the event.
 - Health Department: (919) 731-1000
 - The ABC Permit, issued by the NC ABC Commission, must be submitted to the Goldsboro Police Department prior to the event. The event permit will not be issued until the ABC Permit is submitted.
 - NC ABC Commission: (919) 779-0700

- ☒ Yes ☐ No Will there be **musical entertainment** at your event? *NORMAL PARADE BANDS*
- If "YES", please provide the following information:
- Amplification? ☒ Yes ☐ No *YES, AT STAGE*
- Note: Any Live or Loud Music cannot begin prior to 10am, must end by 10pm and is subject to all city noise ordinances, unless approved in advance by the Goldsboro City Council. Please contact the City of Goldsboro Planning Department at 919-580-4333 for questions regarding City Ordinances.**

- ☒ Yes ☐ No Will there be any **tents or canopies** in the proposed event site? If "YES", please provide the following information:
- Approximate Number of tents: 1 *PORTABLE POP UP (open field between ASH + MULBERRY)*
 - Approximate Sizes: 10 x 15 *White tent behind stage*
 - Will any tent exceed 400 sq. feet in area? ☐ Yes ☒ No

Note: It is the renter's responsibility to contact the Inspections Department to arrange for all tent inspections that are required by City of Goldsboro ordinance. A permit is required when using any type of tent.

▪ **City of Goldsboro Inspections Department (919) 580-4385**

- ☒ Yes ☐ No Will you require **electrical hook-ups** for this event? (Please note that electrical availability is limited.) *STAGE AREA BETWEEN ASH & MULBERRY*
- ☐ Yes ☒ No Will **admission fees** be charged to attend this event?
- If "YES", provide the cost(s) of all tickets: _____
- ☐ Yes ☒ No Will **fees be charged to vendors** to participate in this event?
- If "YES", please provide the schedule of fees: N/A

- ☒ Yes ☐ No Applicant has read, in its entirety, the City of Goldsboro Use of City-Owned Property for Special Events Policy. The Policy Regarding the Use of City-Owned Property for Special Events is available at <http://www.goldsboronc.gov/special-events/>.

***The temporary closing of a NC Department of Transportation Street would be at the discretion of the NC Department of Transportation.**

VI. Miscellaneous:

Parking:

- How will overall patron parking be accommodated for this event? SIDE STREETS + NORMAL PARADE LOTS

Note: You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

Special Information and Conditions of receiving a Special Event / Parade Permit:

Insurance:

General Liability Insurance coverage of at least \$1 million that holds the City and its taxpayers harmless from claims arising out of operation of the event. This Proof of insurance or applicable rider **MUST** be attached before submitting. Contact your insurance provider for assistance. If the event requires additional insurance, the Finance Director will notify the Police Department and City Manager's Office. Some events, such as carnivals, require a minimum of \$5 million dollars in either general liability insurance or umbrella insurance coverage to be determined at the discretion of the city manager and shall be in place at the time such structure is to be occupied or such place of assembly is established for use by the public. The City shall be added as an additional insured on said policy for any and all relevant times to the operation and/or carnival presence.

Application Fee:

An application fee of \$25.00 for special events and \$50.00 for parades will be required at the time the application is submitted unless the permit is denied. This non-refundable fee is to be in the form of a check made payable to the City of Goldsboro.

Event Cancellation:

At this time, we do not anticipate canceling any events already permitted, however with ongoing national security concerns and the possible unavailability of city and police resources, this could occur. If this action is necessary, applicants will be given notice in a timely manner. New requests may be denied or adjusted for the same reason.

Public Safety:

The City of Goldsboro reserves the right to require security and medical personnel for your event.

Police: The Goldsboro Police Department shall determine the number of police officers needed to appropriately manage security, as well as the time when such services shall commence. The Applicant may be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the City of Goldsboro for the costs of providing on-duty law enforcement officers, to appropriately manage the event. Please contact the City of Goldsboro's Police Department Off-Duty Coordinator at 919-580-4236, option 3.

Prohibited Items:

No firearms or illegal drugs are allowed.

Policy of Non-Discrimination:

City facilities are available on a non-discriminatory basis. Appropriate activities need to accommodate individuals regardless of age, sex, race, color, religion, national origin, physical or mental disabilities, affection preference or marital status. The City of Goldsboro does not discriminate on the basis of disability in admission, access, treatment or employment in its programs or activities.

Additional Rules Pertaining to Events:

1. Vehicles will only be in designated parking areas.
2. All animals must be leashed as outlined in COG Code of Ordinances 91.15;91.18.
3. Applicant will respect neighboring property/business owners with respect to noise.
4. Applicant understands that it will not be the responsibility of the Police Department to relocate vehicles parked along any portions of the streets to be closed prior to the event.
5. Applicant is required to ensure the areas used are clean and free of debris. Please note that there will be a cleaning fee charged if the area is not clean.

Alcoholic Beverages:

(If consumption of alcohol is planned on property for event, the following additional requirements MUST be met.)

1. All necessary ABC permits must be issued by the State and copies are provided with this application.
2. Signs shall be posted and visible at all exit points at the special event stating that it is unlawful to remove alcoholic beverages in opened or sealed containers from the premises.
3. Areas where alcohol will be consumed, served or sold must clearly be defined and delineated on the premises by barricades, caution tape or other acceptable means.

4. All necessary ABC permits must be issued by the State and copies provided with this application. Follow steps outlined at www.abc.nc.gov/permits.
5. Off-duty law enforcement officers are required to be on-site if alcohol is present at the event. The number of officers required will be determined by the Goldsboro Police Department.

**** Submitting this Special Event/Parade Permit Application does not provide permission to conduct your planned event. Please do not send out publicity, flyers, or other media prior to receiving confirmation of approval. Your confirmation will be in the form of a Permit, issued to the organization and/or person responsible for conducting the event.**

****For street closing applications: the Goldsboro Police Department will notify the applicant when the Goldsboro City Council has approved the permit.**

Agreement

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the City of Goldsboro rules, regulations and ordinances should my permit application be approved. I will fulfill the requirements placed upon this permit application.

Authorized Signature: 

Date: 21 SEPT 2021

Organization: WAYNE COUNTY VETERANS & PATRIOTS COALITION

Please return this application and all supporting documentation by email, mail or in person to:

Goldsboro Police Department
Community Police Services
204 S. Center Street
Goldsboro, NC 27530
spowers@goldsboronc.gov

CANCELLATION POLICY: Written notification of intent to cancel your event must be received in writing a minimum of 21 days prior to the scheduled event date to Sgt. Steven Powers at spowers@goldsboronc.gov

For Inner Office Use Only:


Goldsboro Police Department Representative

Date

9/21/2021


Downtown Goldsboro Representative

Date

10-7-21


Finance Director

Date

10/9/21


City Manager's Signature
(Use of City Owned Lots/Non-Street Closings and Carnivals)

Date

10/11/21



Special Event Release of Liability Waiver

The undersigned person is applying for Use of City-Owned Property for Special Event on behalf of WAYNE COUNTY VETERANS & PATRIOTS COALITION from the City of Goldsboro and hereby agrees to indemnify and hold the City of Goldsboro, its officers, agents and employees harmless from all claims, liabilities, demands, expenses, of any nature or kind, expresses or implied, whether sounding in tort or in contract that may be asserted against the City, its officials, agents and employees by any person, firm, or corporation, that may arise out of any acts or omissions, active or passive, related to operating an event on the city's property.

This the 21 day of SEPTEMBER, 20 21.

(SEAL)

(Applicant & Authorized Representative of Event)

This form must be completed, signed and returned with the completed application.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/21/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER O'Berry & Lewis, Inc. PO Box 127 Goldsboro NC 27533	CONTACT NAME: Madison Martin	
	PHONE (A/C, No, Ext): 919 735 1237	FAX (A/C, No): 919 735 8819
	E-MAIL ADDRESS: madison@oberry-lewis.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: West Bend Mutual Insurance Company	NAIC #
INSURED Wayne County Veterans and Patriots Coalition Inc P O Box 641 Goldsboro NC 28333	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			A656397 00	10/13/2021	10/13/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 100,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Veterans Day Parade - November 11th, 2021

CERTIFICATE HOLDER**CANCELLATION**City of Goldsboro
204 S Center St
Goldsboro, NC 27530

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

CITY OF GOLDSBORO
NORTH CAROLINA
POLICE DEPARTMENT

62886

9-21-21

RECEIVED OF

FOR

NUMBER

Volunteers Day Parade
Special Events

Desk Sgt.

By

ghegan

TOTAL AMOUNT PAID

\$

50.00



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/08/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER O'Berry & Lewis, Inc. PO Box 127 Goldsboro NC 27533 www.oberry-lewis.com	CONTACT NAME: Kitz Bass	
	PHONE (A/C, No, Ext): 919 735 1237 FAX (A/C, No): 919 735 8819	
	E-MAIL ADDRESS: kitzi@oberry-lewis.com	
INSURED Wayne County Veterans and Patriots Coalition Inc PO Box 641 Goldsboro NC 28333	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: West Bend Mutual Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		A656397 00	10/13/2021	10/13/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 100,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Veterans Day Parade - November 11th, 2021

Additional Insured: City of Goldsboro

CERTIFICATE HOLDER

CANCELLATION

City of Goldsboro
204 S Center St
Goldsboro, NC 27530

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Kitzi Bass

Revised, used via email

10/8/21 11:40 am

af

CITY OF GOLDSBORO
AGENDA MEMORANDUM
OCTOBER 18, 2021 COUNCIL MEETING

SUBJECT: City of Goldsboro/Downtown Goldsboro 2021 Downtown Lights Up! – Temporary Street Closure

BACKGROUND: The Downtown Lights Up! is an annual holiday event held downtown to celebrate the “flipping of the switch”, officially kicking off the holiday season.

DISCUSSION: This free, family-friendly event is a community favorite and attracts more than 5000 attendees each year. The events will be sponsored by the City of Goldsboro – Downtown Development and is schedule for Tuesday, November 23rd from 5pm – 8pm. The City of Goldsboro – Downtown Goldsboro is requesting the closure of the 100 and 200 blocks of North and South Center Street, excluding the southbound lane of the 200 block of South Center Street. The time of the closure for the 200 block of N. Center Street is from 9am – 8:30pm and the remainder of the closure will be from 4:15pm – 8:30pm.

As with all downtown events, affected city departments will be contacted and the following concerns are to be addressed:

1. All intersections remain open for Police Department traffic control.
2. A 14-foot fire lane is to be maintained to provide access for fire and emergency vehicles.
3. All activities, change in plans, etc., will be coordinated with the Police Department.
4. The Police and Fire Departments are to be involved in the logistical aspects of the Event.

RECOMMENDATION: By motion, grant the requested temporary closing of the 100 and 200 blocks of North and South Center Street, excluding the southbound lane of the 200 block of South Center Street as stated above.

Date: 10-6-21


Mike West, Police Chief

Date: 10/12/21


Tim Salmon, City Manager

CITY OF GOLDSBORO

SPECIAL EVENTS/PARADE/STREET CLOSING

PERMIT APPLICATION

****In the event of a street closing or carnival, an application should be submitted at least 30 days prior to your parade or special event.**

I. General Information

Type of Event: (please check all that apply)

☐ Parade ☐ Run/Walk ☒ Festival ☐ Street Closure ☐ Carnival ☐ Other (explain): _____

Event Name: Downtown Lights Up!

Event Date(s): Tuesday, November 23rd **Event Website:** _____

Inclement Weather/Rain Date(s): N/A

Description of Event (Please briefly describe the event.)

Downtown Lights Up! is an annual holiday event held downtown to celebrate the "flipping of the switch" officially kicking off the holiday season. This free, family-friendly event is a community favorite and attracts more than 5000 attendees each year.

Requested Event Location: 100 & 200 Blocks of North and South Center Street, excluding southbound lane of 200 S Center St.

Event Start Time/End Time: Tuesday, November 23rd 5pm - 8pm

Set-Up: Date & Time (start/end): November 23rd, 9am (200 block of N Center only), 4:15 pm remaining closure

Dismantle (Completion): Date & Time (start/end): Tuesday, November 23rd 8:30 pm

Estimated Daily Attendance: 5000+

Will this event require street closures? ☒ Yes ☐ No **Closure Times** 9am- 200 block of N. Center 4:15pm- 100 & 200 block of S. Center & 100 block of N. Center

If yes, please list the streets that you are requesting to be closed:

100 & 200 Blocks of North and South Center Street, excluding southbound lane of 200 S Center St. 4 spaces in John St. parking lot.

II. Applicant and Sponsoring Organization Information

Sponsoring Organization Name: City of Goldsboro- Downtown Development

Are you a non-profit? ☐ Yes ☒ No If yes, are you: ☐ 501c (3) ☐ 501c (6) ☐ Place of worship

Applicant Name: Erin Fonseca **Title:** Executive Director

Address: 219 N John St

City: Goldsboro **State:** NC **Zip:** 27530 **Phone:** 919-735-4959

Cell Phone: _____ **Email:** efonseca@goldsboronc.gov

Day of Event Contact:

Name: Erin Fonseca Phone: 919-735-4959

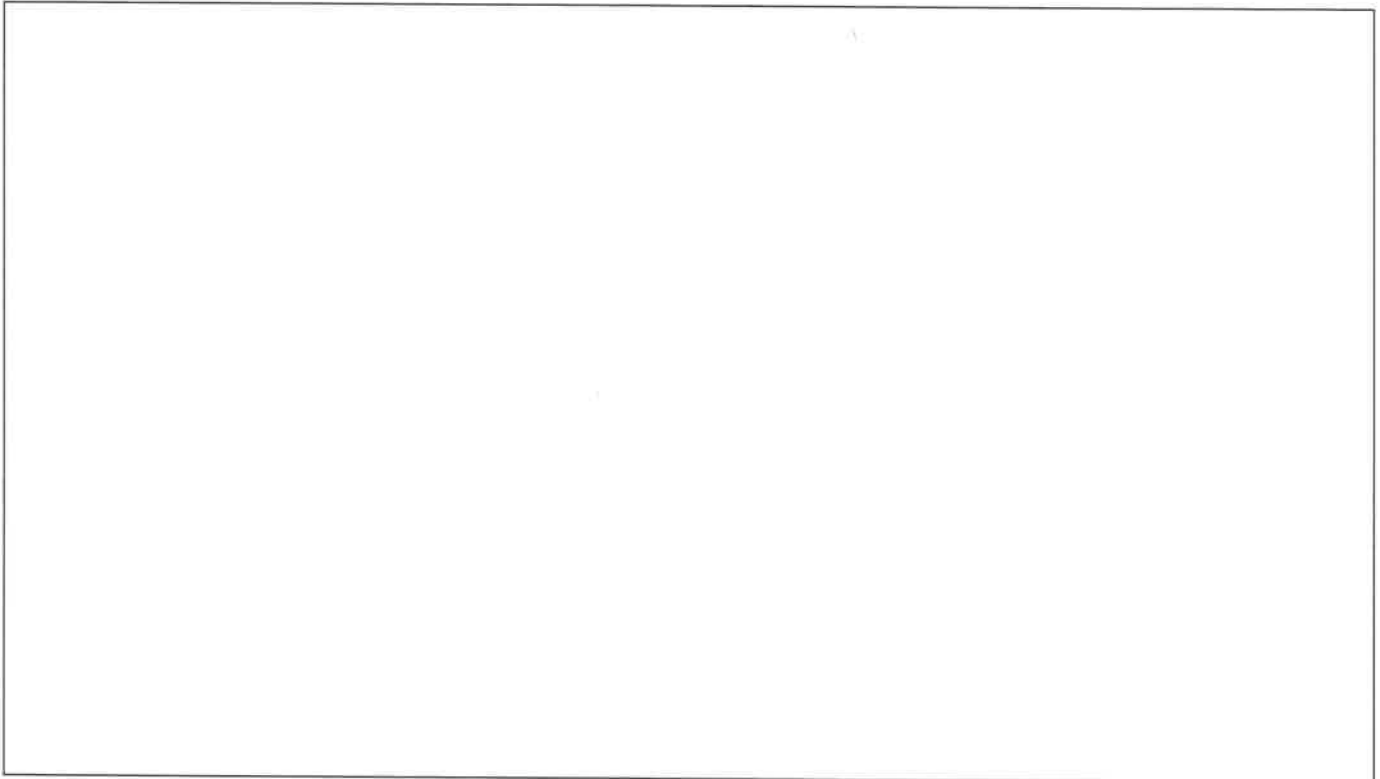
III. Event Map

For Run/Walk/Parade/Carnival- FORMATION AREA LOCATION: _____

For Run/Walk/Parade/Carnivals- STARTING POINT: _____

For Run/Walk/Parade/Carnival- ENDING POINT: _____

***Please provide a detailed map of your event, including race/walk/parade route(s), stage(s), inflatables, rides, booths, tents, parking, etc. (Please attach additional pages as needed.)**



IV. RESTROOMS & SITE CLEANUP (Bathroom facilities are required for events lasting longer than two hours and must be ADA compliant.)

One Port-A-Jon is recommended per 100 people, and is based on event duration instead of number of participants.

How do you plan to handle restroom services? ☐ Portable Toilets ☐ Other

If portable toilets will be provided, please list the name/contact of the company:

Parks Portable Toilets

If no portable toilets will be provided, how will these requirements be handled?

How do you plan to remove garbage and/or recycling? (City receptacles must be requested separately no less than 30 days prior to the event. Contact the Public Works Department at 919-750-7450.)

City Receptacles

V. Event Details: Please answer the following questions regarding your event.

- ☒ Yes ☐ No Does the event involve the sale of food?
☐ Yes ☒ No Does the event involve the sale of alcohol?
If "YES" has the health department been notified?
➤ For events with food, a letter from the health department must be submitted 30 days prior to the event.
 ○ Health Department: (919) 731-1000
➤ The ABC Permit, issued by the NC ABC Commission, must be submitted to the Goldsboro Police Department prior to the event. The event permit will not be issued until the ABC Permit is submitted.
 ○ NC ABC Commission: (919) 779-0700
- ☒ Yes ☐ No Will there be **musical entertainment** at your event?
If "YES", please provide the following information:
➤ Amplification? ☒ Yes ☐ No
Note: Any Live or Loud Music cannot begin prior to 10am, must end by 10pm and is subject to all city noise ordinances, unless approved in advance by the Goldsboro City Council. Please contact the City of Goldsboro Planning Department at 919-580-4333 for questions regarding City Ordinances.
- ☒ Yes ☐ No Will there be any **tents or canopies** in the proposed event site? If "YES", please provide the following information:
➤ Approximate Number of tents: 30
➤ Approximate Sizes: 10X10
➤ Will any tent exceed 400 sq. feet in area? ☐ Yes ☒ No
Note: It is the renter's responsibility to contact the Inspections Department to arrange for all tent inspections that are required by City of Goldsboro ordinance. A permit is required when using any type of tent.
 ▪ **City of Goldsboro Inspections Department (919) 580-4385**
- ☒ Yes ☐ No Will you require **electrical hook-ups** for this event? (Please note that electrical availability is limited.)
- ☐ Yes ☒ No Will **admission fees** be charged to attend this event?
If "YES", provide the cost(s) of all tickets: _____
- ☒ Yes ☐ No Will **fees be charged to vendors** to participate in this event?
If "YES", please provide the schedule of fees: \$100- food trucks only. Very limited # of vendors allowed on South end of festival footprint.
- ☒ Yes ☐ No Applicant has read, in its entirety, the City of Goldsboro Use of City-Owned Property for Special Events Policy. The Policy Regarding the Use of City-Owned Property for Special Events is available at <http://www.goldsboronc.gov/special-events/>.

***The temporary closing of a NC Department of Transportation Street would be at the discretion of the NC Department of Transportation.**

VI. Miscellaneous:

Parking:

- How will overall patron parking be accommodated for this event? Public parking lots and spaces.

Note: You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

Special Information and Conditions of receiving a Special Event/Parade Permit:

Insurance:

*General Liability Insurance coverage of at least \$1 million that holds the City and its taxpayers harmless from claims arising out of operation of the event. This Proof of insurance or applicable rider **MUST** be attached before submitting. Contact your insurance provider for assistance. If the event requires additional insurance, the Finance Director will notify the Police Department and City Manager's Office. Some events, such as carnivals, require a minimum of \$5 million dollars in either general liability insurance or umbrella insurance coverage to be determined at the discretion of the city manager and shall be in place at the time such structure is to be occupied or such place of assembly is established for use by the public. The City shall be added as an additional insured on said policy for any and all relevant times to the operation and/or carnival presence.*

Application Fee:

An application fee of \$25.00 for special events and \$50.00 for parades will be required at the time the application is submitted unless the permit is denied. This non-refundable fee is to be in the form of a check made payable to the City of Goldsboro.

Event Cancellation:

At this time, we do not anticipate canceling any events already permitted, however with ongoing national security concerns and the possible unavailability of city and police resources, this could occur. If this action is necessary, applicants will be given notice in a timely manner. New requests may be denied or adjusted for the same reason.

Public Safety:

The City of Goldsboro reserves the right to require security and medical personnel for your event.

Police: The Goldsboro Police Department shall determine the number of police officers needed to appropriately manage security, as well as the time when such services shall commence. The Applicant may be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the City of Goldsboro for the costs of providing on-duty law enforcement officers, to appropriately manage the event. Please contact the City of Goldsboro's Police Department Off-Duty Coordinator at 919-580-4236, option 3.

Prohibited Items:

No firearms or illegal drugs are allowed.

Policy of Non-Discrimination:

City facilities are available on a non-discriminatory basis. Appropriate activities need to accommodate individuals regardless of age, sex, race, color, religion, national origin, physical or mental disabilities, affection preference or marital status. The City of Goldsboro does not discriminate on the basis of disability in admission, access, treatment or employment in its programs or activities.

Additional Rules Pertaining to Events:

1. Vehicles will only be in designated parking areas.
2. All animals must be leashed as outlined in COG Code of Ordinances 91.15;91.18.
3. Applicant will respect neighboring property/business owners with respect to noise.
4. Applicant understands that it will not be the responsibility of the Police Department to relocate vehicles parked along any portions of the streets to be closed prior to the event.
5. Applicant is required to ensure the areas used are clean and free of debris. Please note that there will be a cleaning fee charged if the area is not clean.

Alcoholic Beverages:

(If consumption of alcohol is planned on property for event, the following additional requirements **MUST** be met.)

1. All necessary ABC permits must be issued by the State and copies are provided with this application.
2. Signs shall be posted and visible at all exit points at the special event stating that it is unlawful to remove alcoholic beverages in opened or sealed containers from the premises.
3. Areas where alcohol will be consumed, served or sold must clearly be defined and delineated on the premises by barricades, caution tape or other acceptable means.

4. All necessary ABC permits must be issued by the State and copies provided with this application. Follow steps outlined at www.abc.nc.gov/permits.
5. Off-duty law enforcement officers are required to be on-site if alcohol is present at the event. The number of officers required will be determined by the Goldsboro Police Department.

**** Submitting this Special Event/Parade Permit Application does not provide permission to conduct your planned event. Please do not send out publicity, flyers, or other media prior to receiving confirmation of approval. Your confirmation will be in the form of a Permit, issued to the organization and/or person responsible for conducting the event.**

****For street closing applications: the Goldsboro Police Department will notify the applicant when the Goldsboro City Council has approved the permit.**

Agreement

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the City of Goldsboro rules, regulations and ordinances should my permit application be approved. I will fulfill the requirements placed upon this permit application.

Authorized Signature: Erin Fonseca Date: 10/05/21

Organization: City of Goldsboro- Downtown Development

Please return this application and all supporting documentation by email, mail or in person to:

Goldsboro Police Department
Community Police Services
204 S. Center Street
Goldsboro, NC 27530
spowers@goldsboronc.gov

CANCELLATION POLICY: Written notification of intent to cancel your event must be received in writing a minimum of 21 days prior to the scheduled event date to Sgt. Steven Powers at spowers@goldsboronc.gov.

For Inner Office Use Only:


Goldsboro Police Department Representative

10/6/2021
Date

Erin Fonseca
Downtown Goldsboro Representative

10/05/21
Date


Finance Director

10/12/21
Date


City Manager's Signature
(Use of City Owned Lots/Non-Street Closings and Carnivals)

10/12/21
Date



Special Event Release of Liability Waiver

The undersigned person is applying for Use of City-Owned Property for Special Event on behalf of
COG Downtown Development from the City of Goldsboro and hereby agrees to indemnify
and hold the City of Goldsboro, its officers, agents and employees harmless from all claims, liabilities, demands,
expenses, of any nature or kind, expresses or implied, whether sounding in tort or in contract that may be asserted
against the City, its officials, agents and employees by any person, firm, or corporation, that may arise out of any
acts or omissions, active or passive, related to operating an event on the city's property.

This the 5th day of October, 2021.

Erin Fonseca

(SEAL)

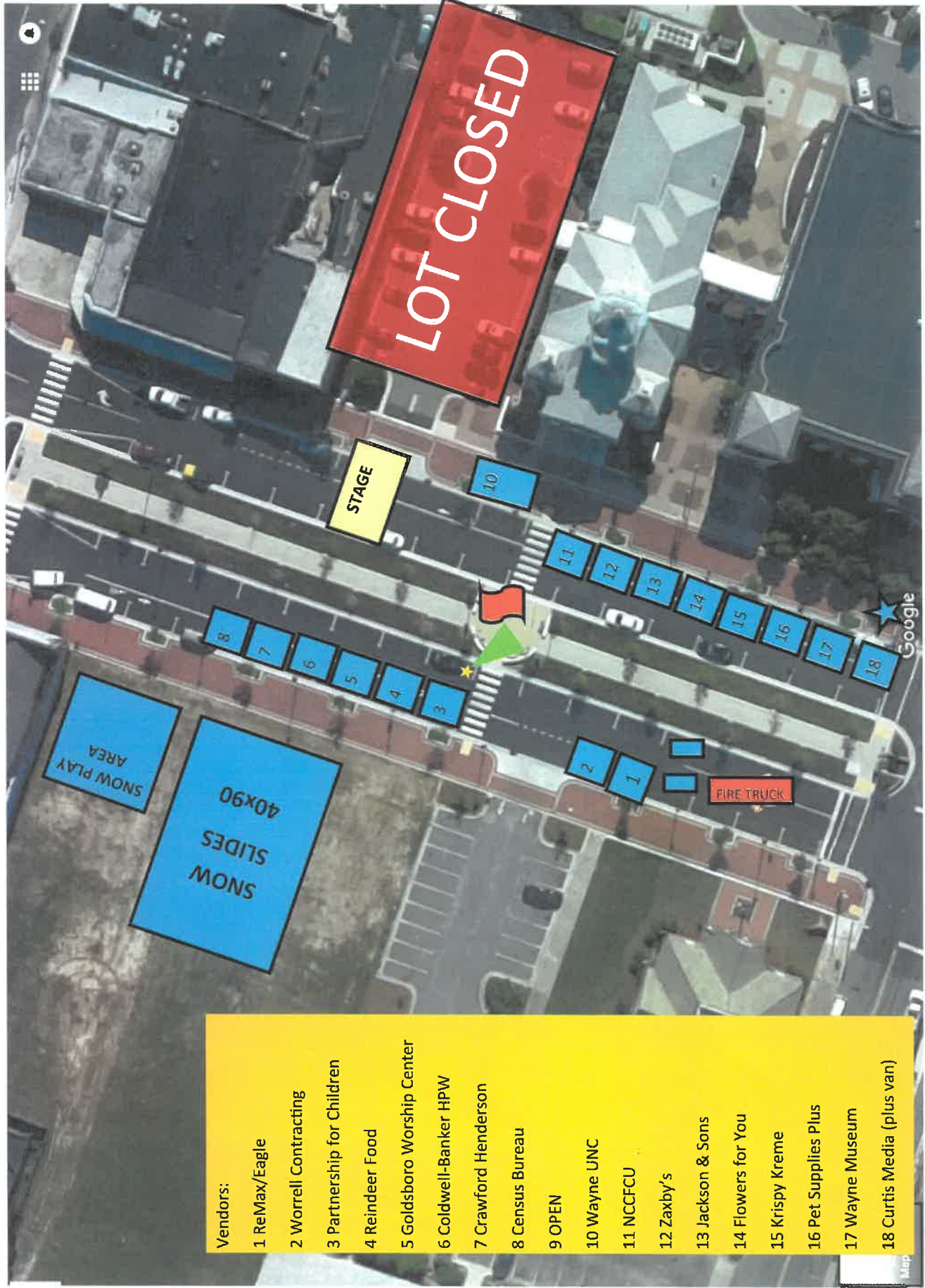
(Applicant & Authorized Representative of Event)

This form must be completed, signed and returned with the completed application.

2019 Event

DOWNTOWN LIGHTS UP LAYOUT (N. CENTER)

TUESDAY, NOVEMBER 26TH



2019 Event

DOWNTOWN LIGHTS UP!

Nov. 26th
5-8pm

1 City Hall

5pm—7pm

Santa, Snow, Activities, Vendors
Entertainment, Sledding (5pm - 8pm)
Wayne UNC Photo Booth

2 John Street Parking Lot

5:30pm - 8pm



Movie & Craft (ACWC)
Salvation Army Canteen
Trolley Ride Line 5:30pm - 8pm

3 South Center Street

6pm - 8pm: Ice Skating (\$5)

Characters
5pm - 8pm
Elf Workshop (gift wrapping)
Food Trucks

4 Paramount Theatre

Wayne UNC Photo Booth
8pm: Holiday Pops Concert



WHAT
EVER
YOU
DO
DO IT
DOWN
TOWN

 **WAYNE**
UNC HEALTH CARE

CITY OF GOLDSBORO
AGENDA MEMORANDUM
OCTOBER 18, 2021 COUNCIL MEETING

SUBJECT: Homebuyer Assistance Program Policy

BACKGROUND: The City receives federal funds to administer CDBG and HOME programs to assist low to moderate income persons with housing and non-housing needs.

Policy and procedures for the Homebuyer Assistance Program were last adopted by Council on November 19, 2007. These policies and procedures serve as general guidelines for implementation of the program's activities.

DISCUSSION: As part of the City's Homebuyer Assistance Program, eligible low to moderate income persons may receive down payment and closing costs assistance associated with the purchase of a single-family dwelling located within the city limits of Goldsboro, and for principal reduction to increase buyer affordability. Due to updates in HUD's federal regulations pertaining to the Homebuyer Program, it was necessary for the Community Relations and Development Department to make necessary revisions to the program's policy and procedures.

Revisions are minor, however, the one that stands out is the amount of assistance each applicant will receive. On November 19, 2007, Council moved to approve an increase of the maximum amount of assistance from \$10,000 to \$30,000. The Community Relations and Development Department seeks to serve more applicants with the program and is asking Council to consider the maximum amount of assistance to be set at \$20,000 per applicant.

RECOMMENDATION: By motion, adopt the revised Homebuyer Assistance Program policy and procedures dated October 18, 2021.

Date: 10-13-21



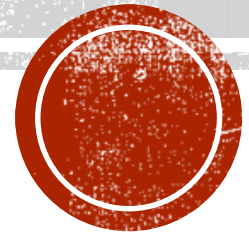
Felecia D. Williams, Community Relations & Development Director

Date: 10/13/21



Timothy M. Salmon, City Manager

HOMEBUYER ASSISTANCE PROGRAM



REVISION #1: MINIMUM AMOUNT CONTRIBUTED BY APPLICANT

November 2007 Policy

- Contribute a minimum of \$500 towards the purchase of a home.

October 2021 Policy

- Contribute a minimum of \$750 towards the purchase of a home.

***Per HUD Notice CPD-18-09, “It is important to ascertain whether there is any cash on hand to contribute toward a downpayment or pay for closing costs, and if so, what constitutes a reasonable homebuyer investment.”**



REVISION #2: DEBT ASSESSMENT

November 2007 Policy

- Medical collections & Charge-off account balances totaling \$1000 or more must be on approved payment plan...with a positive **3** month payment history.

October 2021 Policy

- Medical collections & Charge-off account balances totaling \$1000 or more must be on approved payment plan...with a positive **6** month payment history.

***Per HUD Notice CPD-18-09, “While not required, a jurisdiction may wish to include an assessment of credit history to evaluate potential homebuyers’ history of making timely payments. Evaluating credit history will also help if applicant would benefit from credit counseling.”**



REVISION #3: DEBT RATIO

November 2007 Policy

- Meet income-to-debt ratio of not more than 32/42.

October 2021 Policy

- Not stated as the Lender will complete this item with the applicant and will be required to provide a copy to us.



REVISION #4: AMOUNT OF ASSISTANCE

November 2007 Policy

- Assistance will be provided in the form of a deferred second mortgage loan, not to exceed **\$30,000**, but not less than \$1000.

October 2021 Policy

- Assistance will be provided in the form of a 0% deferred second mortgage loan, not to exceed **\$20,000**, but not less than \$1000.

***Per HUD Notice CPD-18-09, “When making the determination of the appropriate amount of HOME assistance to provide an individual homebuyer, the jurisdiction must balance reasonableness and necessity with long-term sustainability. The goal is to “right-size” the level of assistance to ensure that the homebuyer receives neither more HOME assistance than necessary, nor an amount that is too low to achieve financial sustainability.**



REVISION #5: REQUIRED LOCAL MATCH

November 2007 Policy

- The closing costs and prepaid assistance will come from the City's required local match.

October 2021 Policy

- Not stated, as the City is not required to locally match HOME funds.



REVISION #6: PERIOD OF AFFORDABILITY

November 2007 Policy

HOME funds provided:	Affordability period:
Less than \$15,000	5 years
\$15,000 - \$30,000	10 years

October 2021 Policy

If the total HOME investment direct subsidy (recapture) in the unit is:	The period of affordability is:
Under \$15,000	5 years
Between \$15,000 and \$40,000	10 years
Over \$40,000	15 years



REVISION #7: ADDITIONS TO NEW POLICY

Additional language added to new policy:

- More on affordability
- Refinance Clause
- Subordination/Re-subordination of HOME funds
- HUD's underwriting standards
- HUD's responsible lending standards
- Details on Housing Counseling
- Evaluation of debt

Additional language added to new policy:

- Post Purchase Reserves
- Monitoring
- Acknowledgement of Policy Review (for applicant signature)



City of Goldsboro
Community Development and Relations Department
Homebuyer Assistance Program Policy

Program Contact:
Melissa DeGarmo
PO Drawer A
Goldsboro, NC 27533-9701

Email: mdegarmo@goldsboronc.gov Phone: 919-580-4318

OVERVIEW:

The purpose of this policy is to establish specific guidelines and regulations necessary to assist eligible homebuyers with down payment and closing costs assistance associated with the purchase through the means of acquisition or new construction, of a single-family dwelling and for principal reduction to increase buyer's affordability.

PROGRAM DESCRIPTION:

The City of Goldsboro will use HOME funds and program income to provide direct-subsidy assistance to low-to-moderate income individuals and families to become first time homebuyers. The City's Homebuyer Assistance program will provide down payment and closing costs assistance associated with the purchase, through the means of acquisition or new construction, of a single family dwelling and for principal reduction to increase buyer's affordability.

*It should be noted that eligibility does not necessarily ensure the receipt of financial assistance.

FUNDING SOURCE:

The HOME Investment Partnership (HOME) Program was created by the National Affordable Housing Act of 1990 to create local partnerships for providing decent affordable housing to lower-to-moderate income households. HOME provides formula

grants to States and localities, called PJs, in order to expand the supply of decent, safe, sanitary, and affordable housing available to low-income and very low-income residents. Eligible HOME-funded activities include the acquisition, construction, or rehabilitation of rental or homeownership housing, homebuyer assistance, and tenant-based rental assistance.

The HOME-assisted homebuyer requirements set forth in Section 215 of the HOME statute are promulgated in the HOME rule found at 24 CFR Part 92. Specifically, 24 CFR 92.254, Qualification as Affordable Housing: Homeownership, states that in order for homeownership housing to qualify as affordable housing it must:

- ☐ Be single-family, modest housing,
- ☐ Be acquired by a low-income family as its principal residence, and
- ☐ Meet affordability requirements for a specific period of time as determined by the amount of assistance provided.

POLICY

The City of Goldsboro has established the following guidelines to administer the Homebuyer Assistance Program:

1. **Eligible Applicants:** Low/moderate income homebuyers with family incomes that do not exceed 80% of the Area Median Family Income for family size, and provided in conjunction with a (market) fixed-rate, 15 to 30 year conventional, first time FNMA, FHA, or VA mortgage loans. The applicant must fall into low income or very low-income categories (see chart below). The applicant(s) must also meet the following requirements:
 - Have a signed purchase contract.
 - Contribute a **minimum** of \$750 toward the purchase of the home. No amount spent over and above the required minimum contribution will be refunded at loan closing.
 - Occupy the home as their principal residence.
 - Have no primary ownership or interest in any other residential real estate.
 - Be a current resident of the City of Goldsboro/Wayne County and a citizen or legal alien of the United States at the time of application.
 - No outstanding judgments.
 - Medical collections totaling \$1,000 or more must be on an approved payment plan in writing with a positive 6 month payment history. The same requirements will apply to non-medical collections.

- Charge-off account balances of \$1,000 or more must be on an approved payment plan in writing with a positive 6 month payment history.
- Chapter 7 Bankruptcy must be discharged for 24 months. Chapter 13 Bankruptcy must have written permission of Trustee to acquire new debt.
- Have net worth not exceeding \$20,000.

HUD Income Limits for 2021 (Effective June 1, 2021)

Persons	Low Income	Very Low income	Persons	Low Income	Very Low Income
1	\$32,800	\$20,500	5	\$50,550	\$31,600
2	\$37,450	\$23,400	6	\$54,300	\$33,950
3	\$42,150	\$26,350	7	\$58,050	\$36,300
4	\$46,800	\$29,250	8	\$61,800	\$38,650

2. **Eligible Areas:** Homes purchased must be located within the Goldsboro City limits.

3. **Eligible Properties:** To be eligible, the home purchased must meet the following guidelines:

- Be located in a zoning district permitting residential use as determined by the City's Planning Department;
- Meet standards of City's Minimum Housing Code; (which exceeds HQS Standards);
- Be single-family, condominium, townhouse or FHA-approved modular home;
- Purchase price cannot exceed 95% FHA 203 (b) Mortgage limit. For Wayne County, the 95% limits are \$170,000 for existing homes and \$243,000 for new construction.

NOTE: Prior to entering into a contract to acquire property using HOME funds, the homebuyer must comply with the following acquisition requirements of the Uniform Relocation Act (URA): (1) inform the owner that relocation assistance or benefits are not available to the owner, and (2) obtain from the seller the permission to contact and notify any tenant legally occupying the property of the assistance and benefits available under either the URA or the Residential Antidisplacement Plan (Section 104(d).)

4. **Amounts Available:** Assistance will be provided in the form of a 0% deferred second mortgage loan, not to exceed \$20,000 but not less than \$1,000. Eligible borrowers whose combined household income is less than or equal to 60 % of the area median income may receive up to \$20,000 in assistance. For borrowers whose combined household income is between 61% and 80% of the area median income, the maximum amount of assistance is \$15,000. Additionally, each applicant may be eligible for closing costs and prepaid assistance, not to exceed 12.5% of the second mortgage loan amount.

5. **Period of Affordability under Recapture Provision:** The period of affordability is based upon the direct HOME subsidy provided to the homebuyer that enables the homebuyer to purchase the unit. Any HOME program income used to provide direct assistance to the homebuyer is included when determining the period of affordability. The City of Goldsboro will not require the original HOME-assisted homebuyer to sell the housing unit to another low-income homebuyer. The homebuyer can sell the property to any willing buyer during the period of affordability, with the understanding that the City's recapture provisions will be enforced.

The following table outlines the required minimum affordability periods;

If the total HOME investment direct subsidy (recapture) in the unit is:	The period of affordability is:
Under \$15,000	5 years
Between \$15,000 and \$40,000	10 years
Over \$40,000	15 years

6. **Repayment:** Repayment of the Homebuyer assistance deferred second mortgage loan is on a pro rata reduction basis, 20 percent annually for a deferred loan less than \$15,000 and 10 percent annually for a deferred loan \$15,000-\$40,000 if the homeowner owns and occupies the house as the primary residence for the required affordability period. Forgiveness of the full amount of assistance will only occur if the homeowner occupies and retains the property for the full affordability period. No interest shall accumulate on this loan during the affordability period.

If the homeowner refinances the property during the affordability period, which involves a cash/equity out payment, this will result in repayment of the total amount received as assistance of the deferred second mortgage loan minus any payments made or pro rate reduction amount applied during the affordability period. Refinance subordination will

only be considered if the refinance results in a reduction of the loan term and/or the lowering of the current interest rate on the first mortgage. In the event of foreclosure by the first mortgage lender, the affordability period will be suspended and will not be binding on that lender. The affordability restrictions shall be revived according to the original terms if, during the affordability period the owner of record before the termination event, or any entity that includes the former owner or those with whom the former owner has or had family or business ties obtains ownership interest in the property. If recapture is triggered and there are insufficient net proceeds available at sale to recapture the full pro rata amount due, the City of Goldsboro will not be required to repay the difference between the prorated direct HOME subsidy due and the amount the City is able to recapture from available net proceeds.

7. **Termination:** Termination of assistance may occur for the following reasons:

- Any of the items to be delivered are not delivered within the time and in the form required by the City.
- Any representation made by the applicant in the Loan Application proves to be untrue or misleading in any material respect.
- Any portion of the project premises has been taken by condemnation or eminent domain or is subject to pending proceedings for such purpose.
- If the property being purchased by a homebuyer does not appraise for an amount equal to or greater than the property sales price.
- If applicant is unable to secure a fixed rate first mortgage from an approved lender.
- If the applicant fails to complete the Homebuyer Education Course prior to loan closing dates.

8. **Foreclosure:** In the event of foreclosure by the mortgage lender the affordability period will be suspended and will not be binding on that lender. The affordability restrictions shall be revived according to the original terms if, during the affordability period, the owner of record before the termination event, or any entity that includes the former owner or those with whom the former owner has or had family or business ties obtains ownership interest in the property.

9. **Assumption by direct heir:** in the event of the death of the original homebuyer, a direct heir of the homebuyer may choose one of the following actions:

- Occupy the property and assume the terms of the Grant Agreement (provided the heirs approved by the City as meeting the eligibility criteria for the Homebuyer Assistance Program).

- Sell the property under the terms of the Grant Agreement.
- If either of these two actions does not occur within one year of the original homebuyer's death, the estate or heirs of the homebuyer shall pay to the City the prorata amount of the grant remaining at the time of the death of the homebuyer.

10. Refinance Policy

- 1) The City of Goldsboro will not refinance the first mortgage.

11. Subordination / Re-subordination of HOME funds

- A subordination agreement is a legal document that reduces the priority of one lien on a piece of property relative to another. HOME funds provided in the form of a loan or placed as a lien to enforce the HOME affordability restrictions and recapture provisions are typically played in subordinate position to the homeowner's first mortgage. Subordination plays an important role should a homeowner who has both a first mortgage and subordinate HOME mortgage choose to refinance his or her first mortgage.

12. Documents required for application and loan processing:

- _ A completed application
- _ Applicant Agreement Form
- _ IRS 1040 tax forms for the past two years (signed)
- _ Last 60 days pay stubs per employer (2 month history)
- _ Last two (2) bank statements per account (2 month history)
- _ Have net worth not exceeding \$20,000
- _ Debt to income ratio worksheet
- _ Copy of credit report
- _ Copy of signed purchase contract (buyer and seller signatures required)
- _ Loan Application from the first mortgage lender
- _ Copy of Good Faith Estimate of Closing Costs from first mortgage lender
- _ Current Appraisal of the property
- _ Current Inspection of the property

- _ Completed Property Information Sheet
- _ Notification to Owner of Voluntary Acquisition
- _ Proof of completion of Homebuyer Education course (Must have been completed within the past two years)
- _ Medical collections (debt) totaling \$1000 or more must be on an approved payment plan (in writing) with a positive 6-month payment history (If Applicable)
- _ Charge-off account balances of \$1000 or more must be on an approved payment plan (in writing) with a positive 6-month payment history (If Applicable)
- _ Chapter 7 Bankruptcy must be discharged for 24 months. Chapter 13 Bankruptcy must have written permission of Trustee to acquire new debt (If Applicable)
- _ Valid photo ID for applicant & co-applicant
- _ Pre-Qualification Letter from mortgage company
- _ Settlement Statement (HUD-1), completed by the lender
- _ Debt to income ratio, completed by the lender
- _ Monthly Expenses Report
- _ Copy of recorded separation agreement and/or final divorce decree (If Applicable)
- _ Current profit and loss statement (if self-employed)
- _ Zero Income Affidavit (If Applicable)

13. Homebuyer Program Polices:

The participating jurisdiction must have and follow written polices for:

- (1) Underwriting standards for homeownership assistance that evaluate housing debt and overall debt of the family, the appropriateness of the amount of assistance, monthly expenses of the family, assets available to acquire the housing, and financial resources to sustain homeownership;
- (2) Responsible lending standards that ensure that the homebuyer's primary mortgage is affordable and sustainable and contain appropriate terms.

- (3) The housing counseling requirement applies to all homebuyers who receive direct HOME subsidy or purchase units developed with Home funds. The housing counseling or “Homebuyer Education” must be provided by a HUD certified instructor or agency.
- (4) The evaluation of the housing and overall debt of a HOME-assisted homebuyer is a process that requires a careful accounting of the homebuyer’s monthly income, total monthly financial obligations, and projected monthly housing costs.

14. Post Purchase Reserves:

- Applicant must complete the monthly expenses form, (attached). This is used in determining debt to income ratio. It is also important to determine whether there are sufficient cash reserves available after closing to sustain homeownership and address any unforeseen expenses that may arise. A careful analysis of an applicant’s liquid cash reserves will ensure that the applicant has sufficient resources on hand to pay for unexpected expenses without having to forego the monthly mortgage payment.
- Applicant must have sufficient cash resources (including savings, checking, money market, or other non-retirement accounts) such that after closing there are financial resources of at least 1x (times) the total monthly housing expenses, including principal, interest, taxes, insurance, and any association fees.
- At a minimum, The City of Goldsboro wants to ensure that the homebuyer has adequate cash reserves to pay for unanticipated emergencies such as a medical bills or repairing or replacing a major appliance.

15. Monitoring: On an annual basis, The City of Goldsboro Community Relations and Development Department will be responsible for monitoring HOME-assisted Homebuyers to ensure that the homebuyer owns and occupies the house as the primary residence for the required affordability period. If the Community Relations and Development Department does not receive an annual Mortgage Notice from the HOME-assisted Homebuyer’s insurance agency or some form of utility bill or record with homebuyer’s name as confirmation that the homebuyer is maintaining the housing unit as their principal residence, additional follow up will be required. The Community Relations and Development Department staff will mail a letter to homebuyer household asking them to sign and return a statement verifying that the property purchased with HOME funds remains their principal residence. If a HOME-assisted homebuyer fails to return the signed statement, staff will follow up to determine if the homebuyer is still residing in the assisted unit.

16. **Responsible Lending Standards:**

Certain loan features that contribute to higher risk of mortgage default have been identified in various existing federal standards. Lender fees and points are to be restricted to a percentage of the loan amount. The standards define “higher prices” loans as first mortgages with interest rates more than 1.5% above the “average prime offer rate” reported by the Federal Financial Institution Examination Council (www.ffiec.gov) The following review of the mortgage with include;

- Any prohibited features, for example
 - a) Maximum loan term
 - b) Adjustable rate loans
 - c) Loans with risky features (e.g., balloon payments, negative amortization or interest-only periods);
- Limitations on higher-priced loans (maximum interest rate);
- Reasonable closing costs, including origination fees, points, and other lender charges.
- Permissibility of prepayment penalties
- The lender is responsible for calculating the front and back end ratios. The front end ratio or housing expense ratio, considers the percentage of gross monthly income the individual homebuyer is expected to pay for the monthly housing costs (i.e. mortgage principal and interest, real estate taxes, and homeowner’s insurance, known collectively as PITI, as well as any mortgage insurance premiums, association fees, ground lease fees, and other similar fees as applicable)
- The back end ratio or debt to income ratio reflects the percentage of gross monthly income the individual homebuyer is expected to pay for housing debt and expenses *plus* all recurring consumer debt (i.e. PITI and other fees plus credit card, auto loan and student loan payments, other installment and revolving debt that appears on a credit report, alimony, child support, etc.).
- An evaluation of recurring monthly expenses will be reviewed and will affect the amount of assistance the home buyer will receive.
- The City of Goldsboro will execute a written agreement with each lender that complies with the written agreement requirements of 92.504 (c) (4), as applicable. This agreement will contain the following;
 - a) Contract timeframes;
 - b) Roles and responsibility of each entity;

- c) Interest rates (often a rate based on a well-publicized, relatively stable interest index);
- d) Loan terms;
- e) Underwriting criteria (debt to income ratios)
- f) Credit requirements;
- g) Fees for processing, origination, loan document preparation; standard equal opportunity/ fair lending language and
- h) Termination provision (voluntary and for cause).

HOMEBUYER ASSISTANCE PROGRAM PROCEDURES

PURPOSE

The purpose of this policy is to establish specific guidelines and regulations necessary to assist eligible homebuyers with down payment and closing costs assistance associated with the purchase, through the means of acquisition or new construction, of a single-family dwelling and for principal reduction to increase buyer's affordability.

APPLICATION PROCESS

The Community Relations and Development Specialist provides program information to any interested City resident who inquires by telephone or who visits the office seeking information, furthermore explaining program assistance, procedures, and guidelines.

During the application process, the Community Relations and Development Specialist will verify the following:

- Applicant(s) meets income criteria
- Applicant(s) meets net worth requirements
- Applicant(s) has a signed purchase contract
- Dwelling has been inspected by minimum housing inspectors, (any housing code violations must be corrected)
- Applicant(s) does not have ownership or interest in any other residential real estate property
- Applicant(s) has a copy of a Good Faith Estimate of Closing Costs from an approved lender

- Property is located within the City limits
- Property is in a zoning district allowing residential use
- Owner (seller) has been informed of voluntary acquisition requirements. (Refer to the Homebuyer Assistance Program Policy for the specific requirement).
- All credit issues are addressed according to the Home Ownership Assistance Program
- Policy and instructions given to applicant to proceed with application.

***In order to ensure a timely closing, it is the applicant's responsibility to keep the Community Relations and Development Department staff apprised of their progress throughout the home buying process.

The application and all supporting documentation are presented to the Community Relations and Development Office for staff review and recommendation of approval or denial.

NOTE: The overall intent of the program is to assist as many eligible clients as possible with affordable housing. Therefore, the maximum amount each applicant qualifies for by the lending institution should also directly reflect the maximum cost of housing the applicant seeks, based on household size. In essence, the difference between the maximum amount qualified for through the lending institution and the amount required to purchase a dwelling, based on household size, would be the amount of the deferred second mortgage.

NOTIFICATION OF APPROVAL

***Program participants must attend homeownership counseling, prior to loan closing, in order for final approval to be completed.

Once an applicant(s) is approved by the Community Relations and Development Department, a notification letter will be forwarded to the lender. This correspondence informs the lender of the applicant's eligibility and commits a specific amount of assistance, not to exceed \$20,000 in the form of a deferred second mortgage. Additionally, eligible closing costs and prepaid assistance may be provided, not to exceed 12.5% of the second mortgage loan amount. A copy of this letter is also sent from the Community Relations and Development Department to the buyer and the real estate agent(s). The correspondence will outline the steps and procedures that will have to be undertaken prior to the closing occurring. If the seller is paying part of these closing costs, the amount paid by the seller should be deducted from the lender's estimated total prior to figuring the buyer's assistance. If the applicant(s) does not

qualify for the first mortgage, the application process ends and the applicant is notified in writing of the rejection.

INSPECTION

After the application has been taken, eligibility established, and a contract written, the Minimum housing inspector schedules an Inspection of the property. The property must meet standards of the City's Minimum Housing Code, which exceeds Housing Quality Standards (HQS) required by HUD. (Housing that is assisted with HOME funds, at a minimum, must meet Housing Quality Standards). If the home does not meet the standards of the City's Minimum Housing Code, it must be brought to code prior to purchase. Repairs may be made by the buyer or the seller.

APPRAISAL AND ENVIRONMENTAL REVIEW

An appraisal and environmental review must be performed by the appropriate staff person or outside agent. Homes purchased using HOME funds must have an initial purchase price that does not exceed 95% of the median purchase price for the type of single-family housing (1 to 4 family residence, condominium unit, cooperative unit, etc.) for the area as determined by HUD.

CLOSING

When the Community Relations and Development Department is notified by the real estate agent or lender of the closing attorney and date of closing, a copy of the closing package is requested from the lender, the Community Relations and Development Department closing package is prepared, and a check is requested from the Finance Department. The Community Relations and Development Department must receive sufficient notification, (i.e. at least ten business days), of the closing date in order to request and receive a check. The Community Relations and Development Department advises the closing attorney (in writing) of the check amount and the documents to be recorded. Additionally, The Community Relations and Development Department completes the necessary information in the IDIS system following the actual closing.

The Community Relations and Development Department closing package shall include the following: (Copies to the file)

1. Check
2. Deed of Trust
3. Promissory Note
4. Grant Agreement
5. Written Agreement Approval Letter

Once the closing package has been prepared, the Community Relations and Development Specialist arranges for the closing attorney to receive it.

PROJECT CLOSE-OUT

After the closing, the closing attorney provides the Community Relations and Development Specialist with the following:

1. Signed Promissory Note
2. Copy of the recorded Deed of Trust
3. Signed Grant Agreement
4. Copy of the Closing Statement, Hud-1
5. Copy of Termite Report

The Community Relations and Development Department Specialist places these documents in the project file.

ACKNOWLEDEMENT OF REVIEW

I acknowledge that I have received a copy of the Homebuyer Assistance Program policy and that the Community Relations and Development Department of the City of Goldsboro has reviewed the rules and regulations of the program set forth by the U.S. Department of Housing and Urban Development (HUD).

By signing this acknowledgement, I agree to adhere to the program's rules and regulations.

Date: _____

Applicant's Name (Print)

Applicant Signature

Reviewed by Community Relations Department

(Print)

CITY OF GOLDSBORO
AGENDA MEMORANDUM
OCTOBER 18, 2021 COUNCIL MEETING

- SUBJECT:** Change Order Numbers 2, 4, 5, 6, 7, 21, and 31 for Phase IV Sewer Collection Rehabilitation (Formal Bid #2018-004)
- BACKGROUND:** The Phase IV Sewer Rehab Project provides for installation of approximately 30,900 linear feet of cast-in-place-pipe (CIPP) rehabilitation of existing sanitary mains, including various root treatments, obstruction removals, cutting of intruding taps and asphalt or concrete surface repairs directly associated with the completion and restoration work detailed in the contract specifications. City Council approved the original contract for approximately \$9.3M.
- DISCUSSION:** Phase IV Sewer Rehab Project is 99% complete. Due to underruns and overruns in the bid line items, staff requested the contractor, T. A. Loving Company, provide final adjustment change orders to alleviate some of the overruns and final adjustments necessary for reimbursement requested from NCDEQ.
- Changes Orders 2, 4, 5, 6, 7, and 21 pertain to final quantities for unit prices to include changes in the scope of work that exceeded the \$10,000 threshold for staff approval. Payment has been made to the contractor for the changes in scope of work. Change orders are required for NCDEQ reimbursement approval.
- TOTAL CHANGES = \$436,765.25**
- Change Order 31
Description: Final adjusting change order for pay item underruns and overruns. This change order encompasses bid items that underran and overran bid line items. Overruns have been paid to T. A. Loving Company by the City of Goldsboro. The underruns for this project exceeded the overruns creating a savings of \$665,980.03.
- FINAL ADJUSTING CHANGE ORDER = \$665,980.03**
- Staff reviewed change orders with the Finance Director and determined that funds are available from the Clean Water Revolving Fund Loan.
- RECOMMENDATION:** It is recommended that the City Council, by motion, adopt the attached resolution authorizing the City Manager to

execute change orders for a total of \$436,765.65 with T. A. Loving Company and a final adjusting change order for \$665,980.03.

Date: 12 Oct 21


Guy M. Anderson, P. E., City Engineer

Date: 12 Oct 21


Timothy M. Salmon, City Manager

RESOLUTION NO. 2021-

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE
CHANGE ORDER NUMBERS 2, 4, 5, 6, 7, 21, and 31 WITH T. A. LOVING CO.
FOR PHASE IV SEWER COLLECTION REHABILITATION PROJECT
FORMAL BID #2018-004

WHEREAS, the City Council of the City of Goldsboro awarded a contract on July 16, 2018 to T. A. Loving Company for the Phase IV Sewer Collection Rehabilitation Project; and

WHEREAS, the City Council of the City of Goldsboro recommends changes in the scope of work for the rehabilitation project; and

WHEREAS, T. A. Loving Company submitted costs totaling \$436,765.25 for the changes in scope of work and final adjusting costs for bid line item underruns and overruns negating a total of **\$665,980.03**; and

WHEREAS, the City Council deems it in the best interest of the City of Goldsboro to issue Change Order Numbers 2, 4, 5, 6, 7, 21, and 31 to Contract #2018-004 with T. A. Loving Company;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Goldsboro, North Carolina, that:

1. The City Manager is hereby authorized and directed to execute change orders for changes in the scope of work totaling \$436,765.25 and final adjusting change order for bid line item underruns and overruns negating a total of **\$665,980.03**.
2. This resolution shall be in full force and effect from and after this 18 day of October, 2021.

Mayor

Attested by:

City Clerk

**CITY OF GOLDSBORO
AGENDA MEMORANDUM
October 18, 2021 COUNCIL MEETING**


- SUBJECT:** Contiguous Annexation Petition – Tiffany Gardens Phase I
Located on the south side of Central Heights Road between N. Oak Forest Drive and Thoroughfare Road.
- BACKGROUND:** The applicant is requesting that contiguous property described by metes and bounds in Item 2 of the attached petition be annexed to the City of Goldsboro. Maps showing the property proposed to be annexed are attached. City council approved the change of zone request for the above property on April 1, 2019 from R-12 Residential and R-16 Residential to R-12 Residential Conditional Zoning (R-12 CZ) limiting the use to an 84-unit apartment complex.
- DISCUSSION:** Pursuant to G.S. 160A-31, Council shall fix a date for public hearing on the proposed annexation if the petition is considered sufficient by the City Clerk.
- The City Council, at their meeting on October 18, 2021 would request the City Clerk to determine the sufficiency of the petition. If the petition is determined to be sufficient, a public hearing would be scheduled and a report would be prepared by the Planning Department, in conjunction with other City departments, for submission to the Council.
- RECOMMENDATION:** By motion, request that the City Clerk examine the annexation petition to determine its sufficiency.

Date: 10/13/21



Interim Planning Director

Date: 10/13/21



City Manager

Contiguous Annexation Tiffany Gardens Phase 1



Contiguous Annexation Tiffany Gardens Phase 1

KEITH PL

PL

PL

PL

CENTRAL

HEIGHTS

RD

THOROUGHFARE

RD

339.36'

269.59'

396.71'

327.10'

761.02'

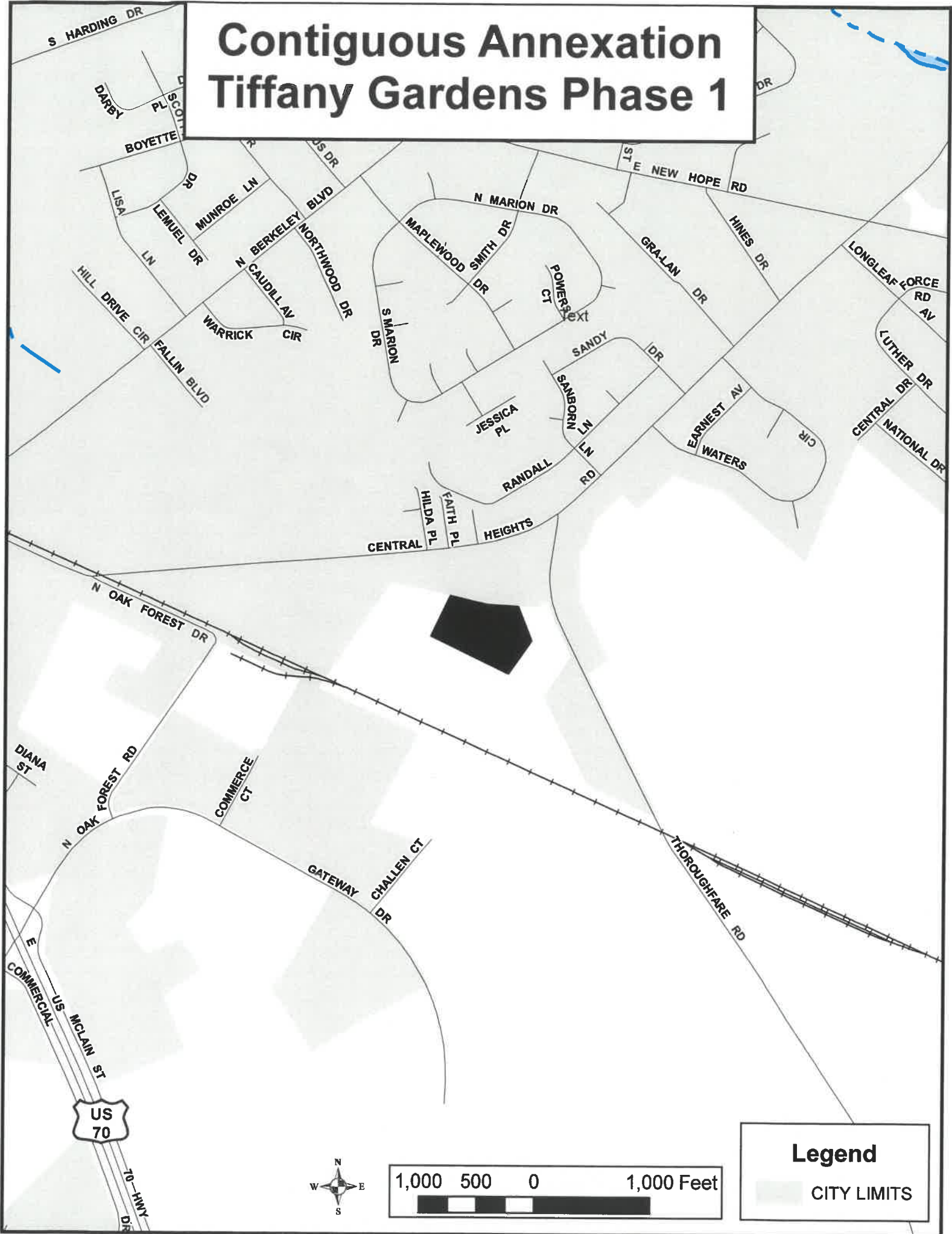
358.29'



200 100 0 200 Feet



Contiguous Annexation Tiffany Gardens Phase 1



City of Goldsboro
Departmental Monthly Reports
August 2021

1. Community Relations
2. Downtown Development
3. Engineering
4. Finance
5. Fire
6. Human Resources
7. Information Technology
8. Inspections
9. Paramount Theater-GEC
10. Parks and Recreation
11. Planning
12. Police
13. Public Utilities
14. Public Works
15. Travel and Tourism

COMMUNITY RELATIONS DEPARTMENT

September 2021

Prepared by: Felecia Williams, Community Development & Relations Director

Date Prepared: September 30, 2021

- The Mayor's Committee for Persons with Disabilities (MCPD) held its regular monthly meeting on August 16, 2021. The MCPD Disability Walk Subcommittee met in-person on September 14, 2021.
- On September 14, 2021, the Commission on Community Relations and Development (CCRD) met for the regular monthly meeting. The CCRD held a rescheduled candlelight vigil in observance of Suicide Prevention Awareness on Tuesday, Sept. 30th at 7:00pm on the City Hall steps.
- The 2021-2022 GYC year began with an in-person member/parent orientation that was held on September 1, 2021 at the Goldsboro Event Center. Regular meetings will begin the month of October. GYC is scheduled to provide community service for the O'Berry Foundation on Oct. 1st at Lane Tree Country Club.
- Community Relations Activities: Staff attended the regular meeting of the Wayne County JCPC on September 10, 2021 at the Chamber of Commerce. Staff volunteered at the NC Freedom Fest on September 18, 2021. Staff met with Casey Young, Director of Community Impact of the YMCA, at her request, to discuss partnering and collaborations.
- Community Relations department monthly staff meeting was held on September 10, 2021.
- Community Development Activities: Staff attended a Homelessness Initiative meeting (virtually) on September 7, 2021 with Dr. Stan Holt & Beth Bordeaux of Partners for Impact. Staff attended the Regional Continuum of Care meeting (virtually) on September 8, 2021. Staff initiated work on the annual CAPER. A draft was made available to the public from September 15-29, 2021 and a presentation followed by a public hearing was held at the September 20th City Council meeting. Final draft of the CAPER was submitted to HUD by staff on September 30, 2021. Staff attended a Citizens Academy planning meeting on September 15, 2021. Staff attended a virtual webinar offered by HUD on HOME-ARP Guidance on September 27th and September 29th. Staff engaged in two phone consults with HUD Representative Sonya Green for the month of September.
- The Department received nine (9) housing complaints and sixteen (16) requests for assistance for the month of September. *Please refer to Community Relations Addendum for the detailed summary.

2021 Complaints	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	AVG
Housing Complaints	0	4	2	0	4	5	1	8	9	0	0	0	4
Consumer & Other	2	8	21	10	12	9	12	10	16	0	0	0	11

COMMUNITY RELATIONS DEPARTMENT *Addendum*

September 2021

Prepared by: Felecia Williams, Community Development & Relations Director

Date Prepared: September 30, 2021

Complaints/Grievances

Date	Name	Nature of Grievance	Resolution
9-7-21	Not disclosed	Housing/Repairs that caused fire not repair/Hotel stay up	Referred to Salvation Army for Emergency Housing Voucher
9-9-21	Not disclosed	Housing/Leaky pipe	Contact with Landlord/Pipe fixed
9-10-21	Not disclosed	Housing/Unsecured doors at residence	Contact with Landlord/Doors fixed
9-14-21	Not disclosed	Housing/Repairs needed/Pikeville resident	Referred to Wayne County Government
9-15-21	Not disclosed	Housing/HACG Resident	Referred to HACG
9-15-21	Not disclosed	Housing/Plumbing issues	Contact with Landlord/Plumbing fixed
9-15-21	Not disclosed	Housing/Plumbing issues	No resolve with Landlord/Referred to Legal Aid
9-21-21	Not disclosed	Housing/Grand at Day Resident	Contact with Property Manager
9-27-21	Not disclosed	Housing/Safety issue	Resolved by Property Management

Assistance with Resources

Date	Name	Resource Requested	Resolution
9-7-21	Not disclosed	Home repair	Notified of upcoming CDBG-Rehab. & possible URP21
9-7-21	Not disclosed	Home repair	Notified of upcoming CDBG-Rehab. & possible URP21
9-7-21	Not disclosed	Rent assistance	Referred to Salvation Army and St. Vincent
9-10-21	Not disclosed	Homeless/Hotel stay up	Referred & provided resource list
9-15-21	Not disclosed	Homebuyer Assistance	Application provided
9-20-21	Not disclosed	Dead deer in yard	Referred to COG Animal Control
9-20-21	Not disclosed	Disaster Recovery Program	Application provided
9-21-21	Not disclosed	Financial Assistance for children	Referred to Salvation Army & St. Vincent
9-21-21	Not disclosed	Financial Assistance for water bill	Referred to Salvation Army & St. Vincent
9-22-21	Not disclosed	Homebuyer Assistance	Application provided
9-22-21	Not disclosed	Home repair	Notified of upcoming CDBG-Rehab. & possible URP21
9-23-21	Not disclosed	Halloween/Trick or Treat	Informed of observance date and hours
9-27-21	Not disclosed	Resources to give away/Extra bok choy	Referred to Community Soup Kitchen
9-27-21	Not disclosed	Home repair	Notified of upcoming CDBG-Rehab. & possible URP21
9-28-21	Not disclosed	Home listing request	No information to provide
9-30-21	Not disclosed	Halloween/Trick or Treat	Informed of observance date and hours

Current Downtown Development Office Projects Staff Worked On Over the Month Include:

- Met with (or conversed by email/phone) 1 potential new property acquisition projects/persons and/or business interests regarding downtown.
- Over the past month, staff visited downtown businesses 15 different times.
- Attended the NCFE after action meeting on Sept. 29th.
- GWTA Concourse Roof Addition Grant Agreement Update.
- Preparing for DGDC office relocation.
- Met with IT at future DGDC office location to discuss IT needs for downtown staff.
- Public Art Contract Completion.

Downtown Development Office Events or Activities that Staff Administered or Assisted During the Month:

- Staff will continue to work with David Gall to facilitate administrative needs of the GWTA Concourse Roof Addition bid process.
- Downtown Merchants Association Work Plan Development.
- Staff is still working on completing an RFP, marketing the 400 block of S. Center Street for residential, medium density, infill development. Discussing economic development planning with NC Department of Commerce to determine next steps in creating a plan.
- Fall Movie Series- Partnered with Canvas Church to provide Screen & Equipment. Takes place every other Thursday thru Nov. 11th.
- Preparing for DGDC office relocation.
- Completion of Public Art Contracts- Processing pay requests now. Art to be installed on or by Oct 15th.
- 209 W Walnut closing.

DGDC Events or Activities that Staff Administered or Assisted During the Month:

- Facilitated and attended the following monthly meetings: DGDC Board Meeting (09/15), DGDC Executive Committee Meeting (09/08), DGDC Design, DGDC EV and DGDC Promotions Committee Meetings, (09/07).
- Staff working with DGMA, as new branch of the DGDC to develop a work plan, in cohesion with the DGDC's work plan.

Upcoming Events/Activities:

- LFNC Planning, including next steps for economic development plan & RFP development for 400 block of S. Center.
- Will work with IT in redesigning and refreshing the DGDC Website in the next 6 months.
- Rehab development project.
- Annual Awards Dinner October 15, 2021

Businesses Opening/Properties Purchased

Other

- Downtown Goldsboro's Facebook page followers/likes grew from 12,384 to 12,454 in the month of September.

ENGINEERING DEPARTMENT

September 2021

Prepared by: Guy M. Anderson, P. E.

Date Prepared: 10-11-2021

Stoney Creek Greenway

- The greenway extends from Royall Avenue to Quail Park along Stoney Creek, approximately 1,600 linear feet;
- Staff is submitting final plans and specifications for NCDOT approval.

Phase IV Sewer Collection Rehabilitation

- Subcontractors are onsite finishing up services and punch list work detailed by McKim & Creed;
- Contractor is working on punch list items.

2019 Infrastructure Recovery (Golden Leaf Foundation)

- This project consists of sewer rehabilitation and storm drainage improvements in various areas;
- This project is essentially complete;
- Contractor has to repair the CIPP at Franklin Baking Company on Carolina Street;
- Final payment withheld until repair is completed.

2021 Street Resurfacing

- City Council awarded contract to Barnhill Contracting on May 17, 2021 for \$1,653,500;
- The resurfacing project is 30% complete;
- Contract completion date is March 8, 2022.

2017 Wastewater System Improvements – FB2020-002

- The project consists of sewer rehabilitation along North Carolina Street from Holly Street to Ash Street, sewer rehabilitation along the Big Ditch Outfall from George Street south to Crump Street; and sewer rehabilitation of a 200-foot segment from the Little River Outfall into old Cherry Hospital campus;
- Project is 95% complete;
- Five more services on Carolina Street and punch list items remain to be completed.

2017 Water System Improvements

- This project consists of creating a separate pressure zone in the New Hope area by installing a booster pump station at the New Hope Water Tank and a couple of pressure reducing valves at the extreme ends of the new pressure zone;
- Design plans and specifications anticipated for approval by NCDEQ in October/November 2021.

Ash Street/Alabama Avenue Sidewalk

- This project consists of installing sidewalk from the right-of-way of NC Railroad along Ash Street to Alabama Street then down Alabama Street to Oak Street;
- Construction plans are 90% complete;

- This project is temporarily on hold.

2019 Water Improvements Project

- The Wooten Company engineering agreement provides services for preliminary engineering report and environmental report for substandard City of Goldsboro water lines;
- PER/EID Report submitted to DWI for review and approval.

Little/Big Cherry Pump Station Relocation and Improvement

- WithersRavenel engineering agreement provides services for project management, engineering report and environmental information documentation for Little/Big Cherry Pump Station;
- PER/EID Report due to DWI by October 1, 2021.

Stormwater Control Measure (SCMs) Inspections

- Approximately 308 SCMs have been approved and 258 SCMs have been constructed to date;
- All SCM inspections are temporarily on hold pending completion of SCM Certification Class by newly hired construction inspector.

FINANCE
SEPTEMBER 2021
Prepared By: Andrea Thompson
Date Prepared: October 11, 2021

	<u>FY 20-21</u>		<u>FY 21-22</u>	
	<u>Actual to Date</u>		<u>Actual to Date</u>	<u>YTD %</u>
Revenues	August-20	Adjusted Budget	August-21	Collected
General Fund	\$ 2,557,394	\$ 45,835,802	\$ 4,119,830	8.99%
Utility Fund	3,076,139	20,739,218	3,540,906	17.07%
Downtown District Fund	7,282	95,174	3,571	3.75%
Occupancy Tax Fund	157,957	1,139,668	174,493	15.31%
Stormwater Fund	256,871	1,576,200	540,028	34.26%
Total	\$ 6,055,643	\$ 69,386,062	\$ 8,378,829	12.08%
Expenditures				
General Fund	\$ 6,381,092	\$ 45,835,802	\$ 7,328,895	15.99%
Utility Fund	2,712,394	20,739,218	1,855,253	8.95%
Downtown District Fund	139	95,174	3,942	4.14%
Occupancy Tax Fund	43,015	1,139,668	83,620	7.34%
Stormwater Fund	132,613	1,576,200	367,679	23.33%
Total	\$ 9,269,253	\$ 69,386,062	\$ 9,639,388	13.89%

MAJOR CATEGORIES				
	<u>FY 20-21</u>		<u>FY 21-22</u>	
	<u>Actual to Date</u>		<u>Actual to Date</u>	<u>YTD %</u>
Revenues	August-20	Adjusted Budget	August-21	Collected
Property/Occupancy Taxes	\$ 1,131,356	\$ 18,876,693	\$ 1,093,800	5.79%
Charges for Services	3,755,164	23,836,557	4,300,528	18.04%
Revenue Other Agencies	23,313	19,483,742	38,550	0.20%
Other Revenues	384,070	3,282,836	2,143,991	65.31%
Fund Balance	-	698,394	-	0.00%
Shared Services	761,739	3,207,840	801,960	25.00%
Total	\$ 6,055,643	\$ 69,386,062	\$ 8,378,829	12.08%
Expenditures				
Labor	\$ 4,467,646	\$ 32,064,318	\$ 4,422,046	13.79%
Non-Labor	4,801,607	37,321,744	5,217,342	13.98%
Total	\$ 9,269,253	\$ 69,386,062	\$ 9,639,388	13.89%

SELECTED OTHER INFORMATION			
	<u>FY 20-21</u>	<u>Actual</u>	<u>Total</u>
Collections	Actual	August-21	Collected F-YTD
Debt Setoff	\$ 44,690	\$ 239	\$ 2,707
Surplus	\$ 58,361	\$ -	\$ -

FIRE DEPARTMENT

September 2021

Prepared By: Ron Stempien

Date Prepared: October 11, 2021

- The cause of fire incidents was determined 90.5% of the time. 9.5% of fire incidents were classified as undetermined or still under investigation.
- The average response time of first arriving unit was 4:19.
- The full response within 8 minutes occurred 97.8% of all calls.
- 78% of Inspection Violations were cleared within 90 days.
- There were 2 Civilian injuries, 0 Civilian deaths, 1 Fire Service injuries, and 0 Fire Service deaths.
- The American Red Cross assisted 4 families due to displacement because of fire damage.
- Fire prevention and community service activities included: Car Seat Safety Checks with Safe Kids of Wayne County, a Community Event at North End Park and Hamilton Drive Neighborhood, several Preschool and Elementary School Truck Displays and Station Tours for Community Helper week, NC Freedom Fest, and Birthday Ride-by Celebrations. 440 Adults and 521 Children received fire prevention education.

2021	Jan.	Feb.	Mar.	Apr.	May	Jun.	July	Aug.	Sept.	Oct.	Nov.	Dec.	Avg.
Total Incidents:	234	173	227	214	251	240	227	229	240				254
Structure Fires:	6	4	6	4	3	3	3	5	6				5
EMS Calls:	89	68	87	83	106	106	84	104	86				102
Vehicle Accidents:	36	30	34	35	35	40	33	33	33				39
Fire Alarms:	49	31	41	40	42	41	54	45	56				50
Other:	54	40	59	52	65	50	53	42	59				59
Training Hours:	3006	3143	3010	2730	2029	1877	1633	1833	1596				2607
Safety Car Seat Checks:	1	0	1	0	1	6	3	3	2				2
Inspections:	118	149	215	167	179	237	193	191	177				203
2020	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Avg.
Total Incidents:	198	187	166	111	118	208	213	213	233	203	204	225	190
Structure Fires:	10	4	2	1	4	4	2	2	6	2	1	3	3
EMS Calls:	70	81	73	7	21	74	89	68	80	88	76	88	68
Vehicle Accidents:	35	22	26	25	26	29	27	42	34	34	33	35	31
Fire Alarms:	46	29	26	38	33	46	45	49	69	41	46	39	42
Other:	37	51	39	40	34	55	50	52	44	38	48	60	46
Training Hours:	2969	3061	3626	2426	2289	2254	2351	2244	2522	2514	2032	1962	2521
Safety Car Seat Checks:	3	9	2	0	2	1	0	0	0	0	2	0	2
Inspections:	129	119	143	73	108	134	151	108	119	140	124	132	123

Note: Other Fire Calls includes Good Intent Calls, Bomb Scares, Vehicle Fires, Cooking Fires, False Alarms, Assist GPD, Service Calls, Haz-Mat Calls, Grass Fires and Unauthorized Burning.

Human Resources

- Staff is working on personnel policy updates.
- Staff continues to benchmark positions and perform salary analyses.
- Senior HR Consultant performed virtual resume reviews with North Carolina A&T students on September 9 and attended a virtual career fair on September 15. Interviews were held with undergraduate, graduate, and PhD students.
- Supervisors are completing annual evaluations for the reporting period ending September 30.
- Pierce representatives will be on site October 4-29 to conduct 2022 Open Enrollment for supplemental benefits. This is mandatory for all employees. Open enrollment for the NC State Health Plan begins October 11 and ends October 29.
- Upcoming recruiting events – October 21 Virtual Career Fair with UNC-Pembroke.

Safety

- Completed City Hall fire extinguisher and defibrillator inspections.
- September 6 – Accident investigation on base at Seymour Johnson AFB involving Solid Waste vehicle.
- September 7, 8 – Pre-inspections of Compost Facility and Public Works prior to OSHA visits.
- September 13 – OSHA Consultation visit to Compost and Herman Park Center.
- September 14 – OSHA Consultation visit to Public Works.
- September 16, 17 – Conducted stage inspections and safety inspections for amusement rides for North Carolina Freedom Festival.
- September 18 – Safety and concert management during the NC Freedom Festival.
- September 23 – Accident investigation involving a Solid Waste vehicle.
- September 24 – Investigated Compost Facility fire which caused 25K in damages.
- September 24 – Accident investigation involving a fleet maintenance vehicle.
- September 28 – Final OSHA paperwork sent to directors involved in consultative visit.
- September 29 – ZOOM meeting with City Manager and NC Freedom Fest Committee.
- September 29 – Meeting with Tomey Jones, Solid Waste Superintendent, regarding Solid Waste vehicle accidents.
- Safety Committee meeting scheduled for October 12 at 8 am.
- Completing paperwork for OSHA visits.
- Assisted benefits consultant with distribution of open enrollment communication to employees.
- Field Safety with crews and private contractors.

Occupational Health

The Occupational Health Nurse continues to provide guidance regarding CDC guidelines and COVID protocols. There were 134 clinic visits this month. No random drug screens or post-accident drug screens this month. The City hosted a blood drive at Public Works on September 7. Flu shots were administered at City Hall on September 27 and will continue throughout October.

MONTHLY STATISTICS

2021	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
Total Employment	569	566	562	562	557	554	550	550	544				557
Vacancies	12	8	26	21	18	19	21	26	23				19
Applications	183	119	203	245	267	299	233	150	164				207
Applicant Notices	214	203	167	66	71	177	94	140	106				138
New Hires	8	2	1	3	4	3	2	8	1				4
Resignations	1	2	3	3	6	6	7	8	6				5
Retirements	0	3	2	0	2	0	0	0	0				.88%
Terminations	0	0	0	0	1	0	1	0	1				.33%
Turnover Rate	.18%	.88%	.89%	.53%	1.44%	1.08%	1.09%	1.45	1.10				.96%
Vehicle Accidents	2	5	2	7	3	1	3	1	0				3
Workers' Compensation	0	4	2	3	5	4	3	0	0				3
FFCRA Leave	41	5	5	3	5	5	2	1	20				10
Telework	27	28	25	23	13	12	11	11	11				18

2020	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
Total Employment	573	573	575	574	573	571	568	565	561	561	560	562	568
Vacancies	21	23	28	16	12	13	12	13	19	12	9	18	17
Applications	480	367	208	158	73	124	227	225	262	177	44	278	213
Applicant Notices	277	295	110	259	117	384	106	94	122	111	135	140	183
New Hires	9	6	5	3	1	3	3	4	2	5	3	7	4
Resignations	1	3	2	4	1	5	3	6	4	4	1	1	3
Retirements	4	2	1	0	1	0	3	1	1	1	1	4	2
Terminations	0	1	0	0	0	0	0	0	1	0	2	0	.36
Turnover Rate	.87%	.87%	.52%	.70%	.35%	.88%	1.06%	1.24%	.89%	.89%	.36%	.89%	0.79%
Vehicle Accidents	4	0	2	5	5	2	0	0	2	0	0	1	2
Workers' Compensation	0	0	0	1	0	0	1	1	0	0	0	0	0.25
FFCRA Leave			0	10	6	20	20	11	17	13	6	31	13
Telework			37	39	35	32	32	32	33	24	19	25	31

Note: Hiring and separation statistics (resignations, retirements, and terminations) represent full-time and permanent part-time personnel.

Information Technology

September 2021

Prepared By: Scott Williams

Date Prepared: October 08, 2021

- Completed Office 365 Licenses Migration; Completed Office 365 Backup Configuration.
- Completed Active Directory Sync with Azure.
- Completed GWTA Camera Project.
- Resolved Padtrax/RMS connection issue; Resolved MFR issue for GPD.
- Completed Nutanix Bootcamp for two staff.
- Performed a live stream from our drone for GPD; Setup JOC Access to all City Cameras.
- Completed SPEDE Traffic Enforcement Module.
- Completed Compost Camera install; Gate Camera replacement for the Water Plant.
- Completed indoor Wireless Access Point Project; Replaced Access Point at the John Street & GPD
- Installed new camera at WRF Admin Building.
- Repaired AC unit in basement of Historic City Hall.
- Resolved RMS Issues for GPD; Connected eCrash to the State for GPD; Collected Tsunami footage for GPD; Met with County regarding new CAD System.
- Started Phase 1 of ESO Firehouse Upgrade; Exported data from Firehouse to ESO for data conversion; Completed FARO Licensing issue for GFD.
- Completed Phase 1 of Banner Upgrade for 2021.
- Supported IT needs for Freedom Fest.
- Updated JPro software for Garage.
- Received a Finalist Award for Overall Citizen Experience 2021.

2021	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG	TOTAL
Tickets Opened	562	564	634	468	473	500	530	526	374				515	4,631
Tickets Closed	447	615	612	436	528	571	490	547	384				514	4,630
Open Tickets	473	422	444	476	421	350	390	369	359				398	

2020	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG	TOTAL
Tickets Opened	551	656	595	618	448	578	641	533	495	532	457	414	555	6,518
Tickets Closed	524	684	560	680	425	632	705	502	447	529	427	529	556	6,644
Open Tickets	511	483	518	456	479	425	361	392	440	443	473	358	445	

INSPECTIONS

Sept 2021

Prepared By: Allen Anderson, Jr.

Date Prepared 10/05/21

The valuation of all permits issued for September totaled \$8,430,079. While Covid-19 is still a major concern for our local economy, development has taken an upward trend compared to the past several years.

All permit fees collected for the month totaled \$35,923. Of the permit fees collected for the month, \$4,080 was collected in technology fees. Plan review fees collected during the month totaled \$1,750. Business Registration fees collected totaled \$1,560.

The Inspectors did a total of 590 inspections for the month. During the month of September, two (2) business inspections were completed. A total of 311 permits were issued for the month. Forty-five (45) plan reviews were completed for September.

2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Avg
All Permit Valu. \$ (M)	\$7.9	\$18.2	\$6	\$4.4	\$5.9	\$6.4	\$7.5	\$4.9	\$8.4				\$7.7
All Bldgs \$ (M)	\$6.8	\$16.3	\$2.5	\$1.1	\$4.8	\$3.9	\$4.3	\$3.7	\$5.7				\$5.5
Residential \$ (K)	\$1.2M	\$900	\$1.2M	\$250	\$1.1M	\$3.1M	\$1.4M	\$1.1M	\$480				\$1.2M
Misc \$ (M)	\$1	\$1.9	\$3.5	\$3.4	\$1.1	\$2.5	\$3.2	\$1.1	\$2.7				\$2.3
Permit Fee \$ (K)	\$26.6	\$32.5	\$57	\$34	\$21	\$38	\$29	\$26	\$36				\$33.3
Inspections	398	462	625	538	483	424	483	472	590				497
Permits Issued	215	295	359	296	254	308	324	267	311				292
Plan Reviews	48	94	71	68	45	51	59	50	45				59
2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Avg
All Permit Valu. \$ (M)	\$14	\$5.3	\$2.7	\$5.1	\$3.2	\$8.9	\$4.7	\$10.9	\$28.8	\$7.3	\$4.6	\$6.3	\$8.5
All Bldgs \$ (M)	\$11	\$2.3	\$1.4	\$3.8	\$1.9	\$7.0	\$3.1	\$9.1	\$27.1	\$1.7	\$2.9	\$3.5	\$6.2
Residential \$ (K)	\$2.6M	\$843	\$435	\$2.4M	\$858	\$834	\$575	\$1.6M	\$375	\$1.3	\$1.1	\$191	\$1.1
Misc \$ (M)	\$3	\$3	\$1.3	\$1.3	\$1.3	\$1.9	\$1.6	\$1.8	\$1.7	\$5.6	\$1.7	\$2.80	\$2.3
Permit Fee \$ (K)	\$45	\$48	\$29	\$38	\$33	\$53	\$32	\$47	\$45	\$37	\$30	\$30	\$39
Inspections	597	351	612	430	474	502	619	532	709	625	484	492	536
Permits Issued	271	249	257	229	251	273	268	277	294	238	230	227	255
Plan Reviews	17	43	41	45	50	46	36	48	63	31	24	30	40
Min Housing	134	136	157	157	157	157							
In Process													

-----PARAMOUNT THEATRE-----

- **September capacity unrestricted; masks required.**
- **September activity included 8 rental/use days, including 4 public performances.**
- **September COVID-19 cancelled/rescheduled programming includes: 4 days, 3 public perfs.**
- **Repairs and Maintenance:**
 - Sound system (Foundation funded), awnings (shared with Foundation), Roof (TBD)

-----FINANCIAL-----

- Expenses –\$38,135: Labor - \$19,963 / Operations – \$10,537 /Renter BO Payout – \$7,635
- Revenues - \$11,014: Tickets -\$384 / Rentals- \$8,978/ Concession- \$1,652

	21-Jul	21-Aug	21-Sep	21-Oct	21-Nov	21-Dec	22-Jan	22-Feb	22-Mar	22-Apr	22-May	22-Jun	FY 22 Total	Mo. Average
Exp	\$53,123	\$32,009	\$38,135										\$123,267	\$41,089
Rev	\$2,881	\$11,843	\$11,014										\$25,738	\$8,579
	20-Jul	20-Aug	20-Sep	20-Oct	20-Nov	20-Dec	21-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun	FY 21 Total	Mo. Average
Exp	\$31,420	\$29,780	\$18,774	\$23,883	\$31,146	\$49,123	\$36,588	\$26,876	\$44,093	\$52,183	\$42,371	\$91,817	\$478,054	\$39,838
Rev	\$1,218	<\$633>	\$1,625	\$635	\$1,508	\$2,260	\$15,982	\$4,697	\$5,712	\$8,874	\$58,020	\$69,591	\$170,122	\$15,466

-----GOLDSBORO EVENT CENTER-----

- **September capacity unrestricted; masks required.**
- **September activity included 7 event rental days, including 3 non-revenue City events.**
- **September COVID-19 cancelled or postponed include 3 event rental days.**
- **Repairs and Maintenance:**
 - Landscaping, tree-trimming, and front garden beds planned.
 - Improvements to parking lot lighting under consideration.

-----FINANCIAL-----

- Expenses – \$8,520 : Labor - \$5,745 / Operational – \$2,775
- Revenues – \$6,192: Rentals - \$4,459 / Amenities - \$1,096 / F&B – \$637
- City Use – \$2205: Value of Non-revenue City use of facility

	21-Jul	21-Aug	21-Sep	21-Oct	21-Nov	21-Dec	22-Jan	22-Feb	22-Mar	22-Apr	22-May	22-Jun	FY 22 Total	Mo. Average
Exp	\$4,602	\$10,442	\$8,520										\$23,564	\$7,855
Rev	\$0	\$5,673	\$6,192										\$11,865	\$3,955
City	\$2,400	\$0	\$2,205										\$4,605	\$1,535
	20-Jul	20-Aug	20-Sep	20-Oct	20-Nov	20-Dec	21-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun	FY 21 Total	Mo. Average
Exp	\$12,499	\$13,295	\$16,383	\$7,931	\$6,727	\$14,807	\$8,153	\$11,245	\$13,874	\$7,339	\$9,469	\$14,556	\$136,278	\$20,966
Rev	\$0	<\$3,694>	\$541	\$6,894	\$6,122	\$12,067	<\$1,732>	\$4,695	\$5,778	\$3,737	\$5,168	\$3,765	\$48,767	\$8,867
City	\$0	\$0	\$0	\$0	\$1,925	\$850	\$0	\$0	\$775	\$775	\$750	\$1,250	\$6,325	\$973

-
- Goldsboro Golf Course hosted the NC Freedom Fest Tournament on September 3rd – 50 players
 - Our swimming pool season concluded on Monday, September 6th – both Mina Weil Pool and Peacock Pool were open during the summer months
 - Special Populations Golf Outing at Goldsboro Golf Course – 14 participants
 - Goldsboro Golf Course hosted the Lord's Table Tournaments on September 17th – 60 players and Cooper's Tavern Tournament on September 18th – 60 participants
 - Parks and Recreation Staff played a key role in NC Freedom Fest being a successful event. Our staff coordinated the rentals for the port-a-johns, hand wash stations, generators, portable light towers, tent, tables and chairs; our staff transported the ice trailer from and to the supplier, our staff provided water access to the food vendors and cook teams; our staff picked up litter up and down Center Street the day of the festival; our staff staged the vendors along Center Street; and our staff built a double-sided sensory board for the inclusion area – estimated 10,000+ attendees
 - Special Populations Dance held on September 23rd – 20 participants
 - Goldsboro Golf Course City Championship held September 24th & 25th – 53 participants
 - Fall Youth Sports started September 25th – 700+ participants
 - Park Maintenance Staff continue to clean our park restrooms and the restrooms at the HUB daily
 - Park Maintenance Staff continue to tend to the landscaping on Center Street
 - As of July 2021, expenditures at all locations on the following report now reflect ALL STAFF associated with/assigned to that location – Full-time staff, Part-time staff and Seasonal staff

2021	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
Herman Park Rec Center													
Program Revenue	\$220	\$530	\$390	\$230	\$5,860	\$1,250	\$810	\$410	\$120				\$1,091
Rental Revenue	\$0	\$330	\$0	\$1,110	\$270	\$750	\$1,245	\$170	\$1,550				\$603
Facility Usage	152	193	287	187	294	405	455	172	249				266
Expenditures	\$3,487	\$1,054	\$1,538	\$405	\$384	\$1304	\$12,189	\$15,981	\$5,095				\$4,604
WA Foster Rec Center													
Program Revenue	\$185	\$190	\$535	\$195	\$250	\$2,110	\$825	\$140	\$120				\$506
Rental Revenue	\$450	\$0	\$285	\$690	\$2100	\$1,200	\$538	\$1193	\$1,110				\$850
Facility Usage	660	924	1304	1,378	1,475	1,478	1,793	867	1043				1,214
Expenditures	\$4,429	\$2,992	\$4,610	\$8,413	\$3,586	\$7,447	\$20,580	\$25,305	\$14,427				\$10,199
T. C. Coley Community Center													
Rental Revenue	\$578	\$450	\$450	\$585	\$578	\$578	\$607	\$578	\$578				\$554
Expenses	\$4,797	\$1416	\$0	\$1,848	\$0	\$0	\$0	\$4041	\$0				\$1,344
Specialized Recreation													
Program Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				\$0
Rental Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$				\$0
Facility Usage	0	73	92	0	5	31	\$34	18	103				40
Expenditures	\$1,048	\$737	\$1,049	\$0	\$0	\$0	\$461	\$288	\$2945				\$718
Senior Programs & Pools													
Program Revenue	\$140	\$140	\$140	\$140	\$897	\$4,707	\$7,690	\$2284	\$140				\$1,809
Rental Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$300	\$0	\$0				\$33
Facility Usage	200	371	310	720	608	2,245	1,176	1,251	448				814
Expenditures	\$1,591	\$2435	\$1,048	\$1,642	\$6,203	\$13,483	\$22,041	\$17,647	\$7,327				\$8,157
Athletics, Field & Picnic Shelters, BMSC													
Program Revenue	\$1,550	\$10,200	\$14,891	\$3,760	\$7,185	\$4,880	\$9,056	\$13,708	\$1755				\$7,443
Field / Shelter Rental \$	\$400	\$200	\$1,675	\$450	\$1,555	\$480	\$1,305	\$0	0				\$674
Facility Usage	8,612	13,825	15,500	14,339	29,339	15,533	8,476	7,525	11,253				13,822
Expenditures	\$6,866	\$9,515	\$11,471	\$28,210	\$33,191	\$33,230	\$23,614	\$24,926	\$17,977				\$21,000
Golf Course													
Revenues	\$36,583	\$9,209	\$53,613	\$66,926	\$72,876	\$54,559	\$61,379	\$59,850	\$66,788				\$53,531
Expenditures	\$32,349	\$35,969	\$36,825	\$40,143	\$54,594	\$67,883	\$32,255	\$48,088	\$50,243				\$44,261
Rounds of Golf	486	596	1,714	2,120	2,641	2,421	2,556	2,819	2,097				1,939
Net	\$4.235	-26,760	\$16,788	\$26,782	\$18,282	-13,325	\$29,124	\$11,762	\$16,545				\$15,217
Special Events													
Sponsorships / Revenue	\$0	\$0	\$0	\$0	\$0	\$2,666	\$979	\$170	\$0				\$424
Participation	0	0	434	0	0	153	0	44	0				71
Expenditures	\$0	0	\$171	\$110	\$110	\$1,980	\$1,538	\$0	\$0				\$434
TOTAL REVENUE	\$40,106	\$21,249	\$71,979	\$74,086	\$91,571	\$73,260	\$84,734	\$78,503	\$72,161				\$67,517
TOTAL EXPENSES	\$54,567	\$54,118	\$56,712	\$80,77,	\$98,069	\$125,327	\$112,612	\$136,276	\$98,014				\$90,718
TOTAL REVENUE FOR THE YEAR													\$607,649
TOTAL EXPENSES FOR THE YEAR													\$816,466

**Expenditures include part-time labor cost, facility operational cost, and full-time labor cost. Not included in expenditures is loan/bond payments and electricity for the areas with the exception of our Golf Course. All of these costs are included for our Golf Course Expenditures.

2020	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
Herman Park Rec Center													
Program Revenue	\$2,361	\$3,933	\$336	\$0	\$0	\$0	\$20	\$0	\$20	\$275	\$80	\$20	\$587
Rental Revenue	\$260	\$1,225	\$1,240	\$0	\$0	\$0	\$0	\$0	0	\$235	\$0	\$137	\$258
Facility Usage	418	1,082	267	0	0	0	0	0	36	97	42	69	168
Expenditures	\$4,257	\$5,205	\$2,542	\$2,270	\$1,388	\$641	\$188	\$910	\$2,608	\$2,593	\$614	\$1,459	\$2,056
WA Foster Rec Center													
Program Revenue	\$10	\$5	\$15	\$0	\$0	\$0	\$0	\$0	\$70	\$195	\$290	\$275	\$72
Rental Revenue	\$975	\$1,563	\$900	\$0	\$0	\$0	\$0	\$0	\$1,260	\$3,048	\$113	\$0	\$655
Facility Usage	4,050	3,604	605	0	0	0	0	0	30	150	549	737	810
Expenditures	\$10,396	\$8,788	\$5,335	\$2,833	\$3,216	\$3,732	\$2,980	\$1,749	\$2,781	\$5,069	\$2677	\$3,650	\$4,434
Specialized Recreation													
Program Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$460	\$0	\$0	\$38
Rental Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0
Facility Usage	354	339	197	0	0	0	0	0	0	126	22	10	87
Expenditures	\$2,020	\$2,164	\$1,173	\$40	\$226	\$58	\$0	\$165	\$300	\$694	\$393	\$88	\$610
Senior Programs & Pools													
Program Revenue	\$280	\$201	\$157	\$0	\$0	\$3,469	\$5,425	\$1,859	\$352	\$140	\$846	\$140	\$1,072
Rental Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility Usage	1,144	1,532	674	0	33	1,107	2,772	1,398	205	104	184	137	774
Expenditures	\$2,223	\$2,380	\$7,343	\$4,686	\$1,961	\$12,588	\$21,173	\$12,077	\$6,149	\$1596	\$1683	\$450	\$6,712
Athletics, Field & Picnic Shelters, BMSC													
Program Revenue	\$3,262	\$5,000	\$5,080	\$0	\$0	\$2,420	\$1,725	\$195	\$1,200	\$400	\$3,788	\$440	\$1,959
Field / Shelter Rental \$	\$700	\$5,010	\$1,200	\$0	\$0	\$0	\$0	\$0	0	\$750	\$0	\$0	\$638
Facility Usage	12,865	17,845	6,585	300	644	1,522	3,425	3,724	5,130	9,781	20,274	5,839	7,328
Expenditures	\$6,663	\$14,564	\$11,999	\$13,607	\$38,561	\$7,269	\$13,661	\$9,689	\$7,792	\$9,321	\$7,725	\$8,110	\$12,413
Golf Course													
Revenues	\$42,254	\$16,420	\$48,796	\$55,207	\$61,268	\$50,249	\$71,304	\$46,781	\$61,011	\$59,039	\$46,994	\$24,172	\$48,625
Expenditures	\$44,862	\$23,671	\$55,861	\$43,212	\$42,815	\$165,446	\$32,993	\$43,191	\$41,328	\$33,101	\$45,288	\$43,392	\$51,263
Rounds of Golf	973	557	1,421	1,805	2,227	2,158	2,137	1,867	1,930	1,871	1,542	922	1,618
Net	-\$2,608	-\$7,251	-\$7,065	\$11,995	\$18,454	-\$115,197	\$38,311	\$3,589	\$19,683	\$25,938	\$1,706	\$19,220	-\$2,639
Special Events													
Sponsorships / Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300	\$210	\$0	\$40
Participation	0	0	130	0	0	0	0	0	0	175	32	3,489	319
Expenditures	\$332	\$0	\$292	\$34	\$0	\$288	\$110	\$0	\$0	\$2,132	\$1,204	\$1,095	\$457
TOTAL REVENUE	\$50,102	\$33,357	\$57,724	\$55,207	\$61,268	\$56,138	\$78,474	\$48,835	\$63,913	\$64,842	\$52,291	\$25,184	\$53,945
TOTAL REVENUE FOR THE YEAR	\$647,335												

PLANNING
 September 2021
 Prepared By: Rachael Smith
 Date Prepared: October 11, 2021

During the month of August, the Planning staff reviewed and signed off on all commercial and residential building and sign permits. Staff continues to prepare for upcoming meetings and has overseen contracted projects for the ADA Transition Plan, a marketing contract for GWTA and landscaping maintenance for Welcome to Goldsboro signs and enhancement areas. Staff is in the process for compliance with the NCGS Legislative 160D updates, including updating all copies online and in-office. On-going projects include tree and stump removal, preparation of transportation-related documents and preparation of case reports. Code Enforcement issues \$25.00 parking violation tickets within the downtown area or upon notification elsewhere in the City. During the month of September (6) tickets were issued.

Parked in Wrong Direction	4
Parked in Proximity to Fire Hydrant	0
Parked in a Prohibited Area (No Parking Zone)	1
Other (Bus Loading Zone, Crosswalk, Sidewalk, Alley)	1

2021

2021	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Average
Planning Dept.														
Staff Level	*Adoption of 160D has allowed all Site Plans & Subdivisions to be reviewed at staff level no longer needing Planning/City Council review. Monthly report updated to reflect current process.													
Site Plans							0	4	4				8	1
Subdivison							6	3	2				11	1
Planning/City Council														
Rezoning	0	0	3	0	1	3	4	0	1				12	1
Special Use	*Adoption of 160D changed Conditional Use permits to Special Use permits. These were not previously reported. Monthly report updated to reflect current process.						2	1	0					
Historic District Commission														
Commission Review	0	0	1	0	0	0	0	0	0				1	0
Staff Review	1	0	0	1	0	2	1	0	1				6	1
Code Enforcement														
Grass Cutting # Lots	0	0	1	36	68	43	33	58	37				276	35
Grass Cutting Payments	\$0.00	\$0.00	\$175.00	\$1,420.00	\$2,430	\$2,190	\$1,740	\$3,025	\$1,965				\$12,945	\$1,618
Tagged Vehicles	25	15	12	21	23	25	11	24	15				171	14
Illegal Signs Removed	52	77	380	36	30	174	147	155	189				1240	103
Bags of Litter Picked Up	210	186	231	232	204	206	253	212	261				1995	166

2020

2020	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Average
Site/Subdivision Plans														
Planning Commission	2	4	2	3	2	1	3	3	2	1	7	3	33	3
Staff Level	0	2	1	1	1	2	2	1	2	3	3	3	21	2
Rezoning	2	1	1	0	0	1	0	0	2	3	2	1	13	1
Historic District Commission														
Commission Review	1	1	0	0	1	0	1	1	1	1	1	1	9	1
Staff Review	1	0	1	2	2	1	0	2	2	2	1	2	16	1
Code Enforcement														
Grass Cutting # Lots	0	0	0	36	53	28	82	119	53	124	35	0	530	66
Grass Cutting Payments	0	0	0	\$2,115	\$3,025	\$2,205	\$4,025	\$6,850	\$2,870	\$5,340	\$1,905	\$ -	\$28,335	\$3,542
Junk Vehicles	0	7	2	2	27	0	0	0	2	3	10	16	69	6
Tagged Vehicles	0	43	7	47	2	5	25	50	26	21	25	25	276	23
Illegal Signs Removed	0	0	143	67	13	38	80	900	24	44	247	166	1722	144
Bags of Litter Picked Up	292	2438	261	187	224	197	211	250	737	419	209	328	5753	479

GOLDSBORO POLICE DEPARTMENT

September 2021

Prepared By: Michael D. West

Date Prepared: October 8, 2021

Total Part I Crime (Homicide, Rape, Robbery, Aggravated Assault, Burglary, Larceny, Motor Vehicle Theft, and Arson) for September 2021 were 144, compared to 155 for September 2020.

Property with an estimated value of \$270,052 was reported stolen, while property with an estimated value of \$71,889 was recovered.

Officers arrested 131 people and issued 327 citations during the month. There were 36 drug-related charges.

There was 0 report(s) of assault(s) on officer(s).

Revenue collected for September 2021 included:

Police Reports	\$ 260.00
Fingerprints	\$ 50.00
Special Events	\$ 125.00
Total	\$ 435.00

PART I CRIME COMPARISON & TREND															
2021	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total	AVG	
OFFENSE															
Homicide	1	0	0	0	1	1	0	1	1				5	0.6	
Rape	3	0	1	2	1	0	1	0	0				8	0.8	
Robbery	7	3	2	1	8	3	5	4	1				34	3.8	
Aggravated Assault	10	11	10	24	12	13	15	18	16				129	14.3	
Breaking & Entering	26	19	18	30	25	34	21	23	15				211	23	
Larceny	88	70	87	83	114	90	90	116	99				837	93	
Motor Vehicle Theft	8	9	5	7	11	10	7	7	12				76	8.4	
Arson	0	0	1	0	0	0	1	0	0				2	0.2	
TOTALS	143	112	124	147	172	151	140	169	144				1302	144.1	
2020	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total	AVG	
OFFENSE															
Homicide	0	0	0	0	0	0	0	1	0	1	0	0	2	0.2	
Rape	1	1	0	1	0	0	5	0	0	3	1	1	13	1.1	
Robbery	5	7	2	0	4	6	4	5	1	4	1	7	46	3.8	
Aggravated Assault	11	12	14	9	9	19	25	20	28	23	15	13	198	16.5	
Breaking & Entering	29	27	21	23	18	27	30	36	25	25	38	39	338	28.2	
Larceny	112	122	113	97	79	104	108	136	94	113	105	108	1291	107.6	
Motor Vehicle Theft	9	8	7	6	6	11	6	10	7	5	7	6	88	7.3	
Arson	0	0	0	0	0	1	0	1	0	0	0	1	3	0.3	
TOTALS	166	177	157	136	116	168	178	209	155	174	167	175	1979	165	

OK
8-21

Water Treatment Plant

- The Water Treatment Plant operations are proceeding smoothly.
 - The EPA signed the Lead and Copper Rule revisions on June 10, 2021. The effective date is set for December 16, 2021. Mandatory increases to sampling, education, inventory, and service line replacement are of note. More resources are needed to meet these requirements, which have been cut from recent budget requests.
 - Dredging has been completed at the Neuse River intake screen. We are waiting on scheduling from Divers to clean the Intake Structure Screen
 - One uncertified operator is working towards certification.

Water Reclamation Facility

- The Water Reclamation Facility (WRF) operations have been demanding. In 2021, the plant is operating at 90% capacity. The average daily flows for September were 7.98-MGD.
 - All of the city's 26 pump stations are operating well, with the exception of the 117, Little Cherry, and New Hope pump station bar screens, impacts from high flows, and Big Cherry's generator is only able to run in manual and parts are ordered.
 - Remote communication with the obsolete telemetry system continues to be prepared for an upgrade. Failed telemetry radios have delayed emergency response, but no violations have occurred during each event. Monies were approved with ARP funds to repair.
 - 3 Operators made their Grade I Certifications.
 - One uncertified operator is working towards certification.

Compost Facility

- Two-hundred and Eighty Three cubic yards of compost and mulch were sold in September 2021.

Historical data for water and sewer volumes are in million gallons per day (MGD) and are average daily flows for each month.

2021 MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Monthly Average
Water*	5.878	6.348	6.000	5.996	6.619	6.066	6.149	5.872	5.854				6.086
Sewer**	16.73	19.28	14.68	10.97	8.61	12.99	12.74	12.44	7.98				12.93
Compost	297	109	733	1406	902	529	286	133	283				520

*Water permit- 12.0 MGD; **Wastewater permit- 14.2 MGD

2020 MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Monthly Average
Water*	6.032	6.201	6.318	6.117	6.639	6.779	7.033	6.529	6.564	6.368	6.109	5.953	6.386
Sewer**	9.71	13.45	9.95	8.60	10.11	12.33	10.36	12.83	10.00	9.84	13.87	12.87	11.16
Compost	283	950	824	914	727	570	237	389	286	830	428	329	563

*Water permit- 12.0 MGD; **Wastewater permit- 14.2 MGD

Public Works Department

September 2021

Prepared by: Chad Edge

Date Prepared: 11 October 2021

Monthly Highlights

Buildings & Grounds: Multiple electrical, plumbing, structural, etc. repairs Citywide—Focused on enhancement area at Peachtree St. & Hillcrest Dr; Prepared for Christmas lights to be installed within downtown.

Distribution & Collections: Call duty responded to 16 after hour calls—total of 18.5 hours.; Mowed iapproximately 7 miles of outfall lines; Completed 108 work orders total, assisted WRF with setting up a 12 inch pump.

Streets & Stormwater: Call duty had no emergency calls this month; Assisted Solid Waste division with repairs at Transfer Station; Completed multiple street repairs and pipe installations Citywide.

Solid Waste: Transfer Station was inoperable for about 2 week due to repairs needed to trailer platform. Refurbished loading dock/ platform that enabled continued operations.

Departments		2021												AVG	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Distribution & Collections	Utility Line Maint (1000-ft)	4.5	11.4	2.3	14.9	5.4	13.1	4.5	7.2	2.3				7.3	
	Lines Camera'd (1000-ft)	8.6	6.6	3.6	2.3	3.1	2.0	1.0	2.4	15.1				5.0	
	Water Repairs	17	27	22	22	21	17	20	24	26				21.8	
	Sewer Repairs	18	11	13	27	14	13	17	18	18				16.6	
	Hydrants Replaced/Fixed	9	4	6	8	4	3	1	2	6				4.8	
	Meter Install/Changed	18	14	12	28	34	27	18	26	22				22.1	
Bldg & Grounds	Radio, Electrical, Bldg	52	45	44	42	40	41	46	47	35				43.6	
	Sign Repairs	14	Signing responsibilities transferred to Engineering Department												14.0
	ROW Mowing (ac)	0	0	60	127	95	86.1	98.2	98	144				78.7	
	City-Owned Lots Mowing (ac)	0	10	41	94.6	85.4	149.6	126.5	122.9	121				83.4	
Garage	Total Work Orders	294	288	286	263	243	248	310	280	198				267.8	
	Total Fuel Cost (x1000)	\$ 48	\$ 50	\$ 56	\$ 51	\$ 40	\$ 53	\$ 65	\$ 59	\$ 52				52.7	
Solid Waste	Refuse (x1000 tons)	0.9	0.9	1.1	1.1	0.9	1.2	1.1	1.2	1.0				1.048	
	Recyclables (tons)	97	82	89	94	81	97	58	38	12				72.1	
	Leaf-n-Limbs (x1000 tons)	0.5	0.5	0.7	0.7	0.6	0.8	0.6	0.6	0.5				0.609	
Cemetery Funerals		11	1	8	4	7	4	6	5	5				5.7	
Street & Storm	Utility Cut Repairs	0	5	30	31	26	19	6	8	11				15.1	
	Pot Hole Repairs	83	65	39	65	18	34	57	39	23				47.0	
	Streets Swept (miles)	175	81	120.8	178	117	135	137	125	101.8				130.1	
	Pipe&Open Ditch Maint(1000-ft)	17.33	0.84	2.16	0.00	1.44	3.05	0.00	0.82	0.00				2.848	
	Ditch mowing (1000-ft)	14.00	0.48	0.00	0.28	12.82	14.02	0.18	1.17	9.45				5.821	
	Storm Pipe Repairs	1	3	2	4	5	6	9	2	2				3.8	
2020															
Distribution & Collections	Utility Line Maint (1000-ft)	22.3	12.2	35.4	17.3	3.4	18.9	18.5	25.8	9.1	37.8	11.8	12.9	18.8	
	Lines Camera'd (1000-ft)	5.8	5.2	7.6	5.1	12.6	7.6	11.8	10.8	11.0	12.5	4.7	4.2	8.2	
	Water Repairs	27	22	27	19	9	16	30	24	20	26	15	26	21.8	
	Sewer Repairs	12	10	29	19	12	9	17	5	16	19	5	7	13.3	
	Hydrants Replaced/Fixed	9	9	2	3	2	9	3	8	9	6	4	44	9.0	
	Meter Install/Changed	34	36	33	22	30	42	33	17	21	13	17	18	26.3	
Bldg & Grounds	Radio, Electrical, Bldg	42	23	54	50	49	58	69	63	62	47	37	51	50.4	
	Sign Repairs	78	56	54	23	24	24	51	48	53	56	31	46	45.3	
	ROW Mowing (ac)	0	0	44	73	101.6	98	149	135	115	52	32.5	0	66.7	
	City-Owned Lots Mowing (ac)	0	0	50	92	89	88	110	64	70	89	12	0	55.3	
Garage	Total Work Orders	228	357	209	296	245	277	292	288	285	247	280	251	271.3	
	Total Fuel Cost (x1000)	\$ 46	\$ 67	\$ 52	\$ 60	\$ 52	\$ 56	\$ 70	\$ 53	\$ 64	\$ 52	\$ 52	\$ 50	56.2	
Solid Waste	Refuse (x1000 tons)	0.9	0.8	0.9	1.0	1.0	1.1	1.1	1.1	1.0	1.0	1.0	1.1	1.0	
	Recyclables (tons)	103	79	93	88	88	88	117	18	62	107	66	115.18	85.3	
	Leaf-n-Limbs (x1000 tons)	0.4	0.7	0.1	0.9	0.9	0.7	0.8	0.7	0.6	0.8	0.7	1.1	0.7	
Cemetery Funerals		5	3	9	4	2	6	5	5	6	6	9	10	5.8	
Street & Storm	Utility Cut Repairs	0	0	18	29	10	24	26	26	34	15	10	0	16.0	
	Pot Hole Repairs	49	83	30	28	35	50	64	30	17	39	41	75	45.1	
	Streets Swept (miles)	48	112.3	66.2	128	123.1	142.7	145.7	138.3	68.2	93	123.1	137	110.5	
	Pipe&Open Ditch Maint(1000-ft)	0.08	0.50	0.05	1.73	2.07	6.96	0.70	4.71	0.15	0.08	0.01	0.24	1.4	
	Ditch mowing (1000-ft)	0.00	0.00	0.00	2.51	1.17	12.27	6.12	11.30	1.52	2.28	9.30	0.00	3.9	
	Storm Pipe Repairs	1	7	5	5	5	4	5	5	5	3	8	3	4.7	

- Inquiries were fulfilled for the month of August by the TTO-510 e-inquiries.
- Total hotel revenue generated in August was \$2,138,653, which is up 7.1% YOY. September revenue not yet released.
- For the month, TTO Facebook page had 214 page likes and 219 new follows. Instagram page has 24 new followers.
- T&T launched their yearly Totally Fly Ghost Tours, which will run from Oct. 1 - Nov. 20. Due to high demand in previous years, the tours dates have been extended into November.
- T&T's sponsored article with Our State Magazine was released, entitled *Celebrate Autumn in Wayne County*, featuring Hood Swamp Corn Maze, R & R Brewing and T&T's Totally Fly Ghost Tours. [The article can be viewed here.](#)
- T&T met with Mountains to Sea Trail and the Economic Development Association (EDA) regarding the newest round of ARPA funding for Travel, Tourism, and Outdoor Recreation. The latest land route proposal is a great resource to use to apply for funding to acquire and construct the land route in Goldsboro-Wayne County for the state-wide trail. T&T is exploring the best path forward for crafting a competitive grant application to secure funding for this project.
- Director contacted NC DHHS regarding the old Cherry Hospital grounds and the State Owned Property Office about the MST segment of land trail in the western side of Goldsboro that touches these assets. They verbalized their support of a land trail, pending EDA funding award.
- T&T attended the NC Sports Association inaugural Diversity Summit. The two-day conference was an educational event with guest speakers from LGBTQIA+ and BIPOC communities to help destinations understand how to be more inclusive with minority populations.

- T&T submitted a proposal to host the USTA Junior State Championships in 2022 and 2023. T&T also was awarded the 2022 and 2023 USTA Adult State Championships. This tournament has been hosted in Goldsboro since 2013.

City Occupancy Tax Collections

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD	Average
2021-22	\$77,369	\$89,826	\$83,501	\$	\$	\$ \$103,416	\$	\$	\$	\$	\$	\$	\$250,696	\$83,565
2020-21	\$63,053	\$79,612	\$70,672	\$86,804	\$58,755	6	\$65,157	\$54,670	\$61,336	\$94,544	\$75,710	\$93,168	\$906,897	\$75,575